

SiteManager **Training Manual**



Module F
Chapter 5

**Material Management
Sampling and Testing**

Section F-5

Sampling and Testing And Sample Information

Student's Version

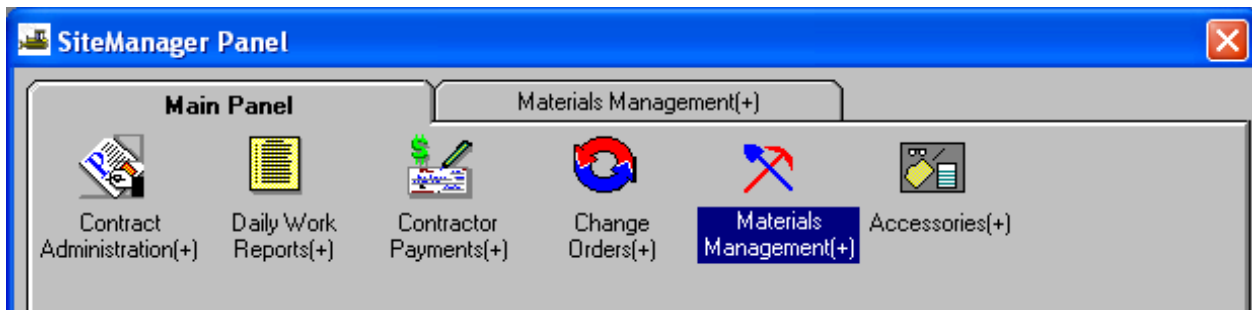
Indiana Department of Transportation

March 2009 Version 3.9a

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Creating a Sample Record

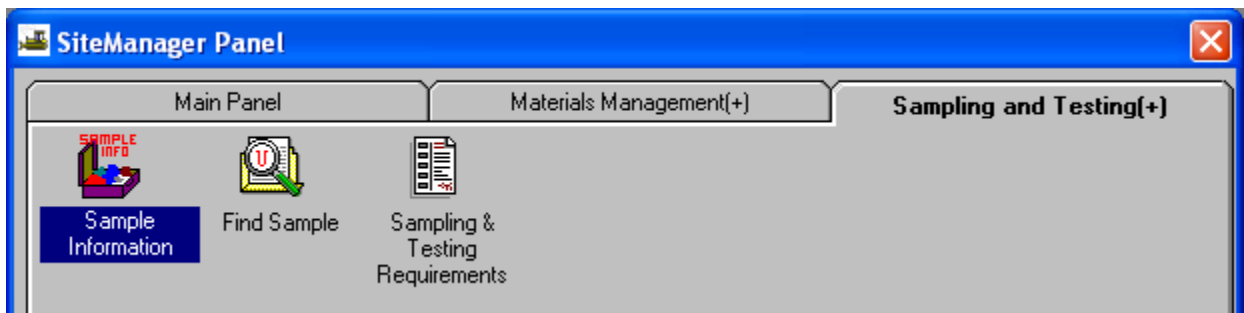
This module will explain how to create, associate contract items, enter test results and review a sample record. Multiple tests can be associated to a sample. Each sample will have a unique Sample ID. This module will also cover linking, copying, and revising.



“Double-click” on **Materials Management (+)** located on the Main Panel.



“Double-click” on **Sampling and Testing (+)**.



“Double-click” on **Sample Information**.

The screenshot shows the 'AASHTO SiteManager' application window. The title bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the title bar is a toolbar with icons for file operations and viewing. The main window is titled 'Maintain Sample Information' and contains five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is selected, showing a form with the following fields:

- Sample ID: [Text Box]
- Status: Pending [Dropdown]
- Revised By: [Text Box]
- Revising: [Text Box]
- Sample Date: 02/19/09 [Text Box]
- Link To: [Text Box]
- Link From: [Text Box]
- Log Date: 00/00/00 [Text Box]
- Sample Type: [Dropdown]
- Acpt Meth: Spaces [Dropdown]
- Material: [Text Box]
- INDOT Sampler/Witness: [Text Box]
- P/S-Mnfct: [Text Box]
- Type: [Text Box]
- City: [Text Box]
- Prod Nm: [Text Box]
- Geog Area: Spaces [Dropdown]
- Lot/Sublot: [Text Box]
- Represented Qty: .000 [Text Box]
- Auth By: [Text Box]
- Auth Date: 00/00/00 [Text Box]

An 'INDOT' logo is visible in the bottom right corner of the form area.

There are five tabs where information will be entered for the sample:

Basic Sample Data: information identifying the sample

Addtl Sample Data: information about the location where the sample was taken and data for pre-tested material acceptance.

Contract: The sample is associated to the contract, project, and line items

Other: Additional information that can be referenced to the sample, i.e. external document, force account, correspondence log, specification Effective Date.

Tests: Tests are assigned and test data is entered for a sample.

Sample ID: Each sample record will have a unique sample ID using the RYYDSSSS12345 format.

- **RYYDSSSS12345**- represents Report
- **RYYDSSSS12345** -represents the last 2 digits of the current year
- **RYYDSSSS12345**
 - 1-6 represents the district number
 - 7 represents the Office of Materials Management
 - 8 represents Toll Road
- **RYYDSSSS12345**- represents the submitter's submitter number.
- **RYYDSSSS12345**- represents a sequential number assigned by the sample submitter.

“Enter” the appropriate Sample ID in the **Sample ID** field.

NOTES:

Do **NOT** create a new **Sample ID** when a sample is split and a portion is forwarded to another lab for testing. One **Sample ID** will be used throughout the entire life of the sample.

- **Status:** The **Status** field indicates the status of the sample while it goes through the testing process. **Pending** status and **Spaces** status indicate the sample has not been fully analyzed and shall not be authorized. Authorizing a sample locks the sample. “Click” on the appropriate **Status** from the **Status** drop-down list, as defined below:
 1. **Spaces:** **Spaces** is the default status. **Spaces** status is used while the initial sample data is entered in the sample record and the sample is not ready to be tested
 2. **Pending:** **Pending** status is chosen when the sample is ready to be tested.
 3. **Complete:** **Complete** status indicates that the sample is ready to be authorized and is chosen when the test results meet the specification limits and have been reviewed.
 4. **Fail:** **Fail** status is chosen when the test results do not meet the specification limits and have been reviewed. Only those Sample Records that get referred to the Failed Material Committee are considered Failed.
 5. **Void:** **Void** status is chosen when the material represented by the sample is removed from the contract or other conditions exist that would negate the sample.
 6. **In Testing:** **In Testing** status is chosen when the sample is in process of being tested. The status will remain **In Testing** while the sample is being tested and the results reviewed.

7. **Pending Authorization:** **Pending Authorization** status is chosen when the sample has been reviewed and is waiting for final authorization. The status will remain **Pending Authorization** while the sample waiting for final review and authorization.
8. **Received:** **Received** status is chosen when the sample has been entered by the testing personnel and is awaiting testing.. The status will remain **Received** while the sample waiting for testing personnel and test have been assigned.
9. **Logged:** **Logged** status is chosen when the sample has been entered by the field personnel and is awaiting testing. The status will remain **Logged** until the sample has been assigned a tester and test assigned.

- **Revised By:** When a previous sample record is revised and the new sample record is saved, the new Sample ID is automatically populated in the **Revised By** field of the previous sample. Refer to the **F-5-1-5 Revising a Sample Record** section for more information.
- **Revising:** When a sample record is revised, a new sample record is created. The Sample ID of the sample record being revised is automatically populated in the **Revising** field of the saved new sample record. Refer to the **F-5-1-1 Revising a Sample Record**
- **Sample Date:** The sample date is the date the sample was obtained. This field is in the format mm/dd/yy. Today's date is automatically populated, if a different date is needed "Enter" the sample date in the **Sample Date** field.
- **Link To:** The **Link To** field links multiple samples together.
- **Link From:** This field is automatically populated when a sample has been linked to the current sample. The linked Sample ID appears in this field.
- **Log Date:** This field is only used for samples that are tested in a testing lab. The **Log Date** is the date the first testing lab receives the sample. This information is entered by testing lab personnel. If the sample is also received at other labs, then the additional log dates will be entered in the **Other** tab. These dates assist in the process of tracking the material in multiple labs.

"Enter" the Log Date in the **Log Date** field, if applicable.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R097111122222 Status: Pending
 Revised By: Revising: Sample Date: 02/19/09
 Link To: Link From: Log Date: 02/19/09
 Sample Type: Acceptance Testing Acpt Meth: Test Results
 Material: Acceptance Testing
 INDOT Sampler/Witness: Audit
 P/S-Mnfct: Backup Sample
 Type: Failed Material Investigation
 Prod Nm:
 Lot/Sublot:
 Represented Qty: 1,000.000 Square Meter (m²) (SI)
 Auth By: Auth Date: 00/00/00 **INDOT**

- **Sample Type:** The sample type field is a required field. This field defines the purpose of the sample. The sample type for all contract acceptance samples will be **Acceptance Testing**. Below is a list of sample types available. “Click” on the appropriate Sample Type from the **Sample Type** drop-down list.
 - **Acceptance Testing:** Contract related testing,
 - **Audit:** samples that are obtained during annual or partial audits,
 - **Backup Sample:** Samples that are used as replacement samples for appeals
 - **Failed Material Investigation:** samples obtained for a previous failed material
 - **Independent Assurance Samples:** samples taken for Independent Assurance Samples, selected only by the Independent Assurance Technician
 - **Informational Testing:** Samples taken for informational purposes only
 - **Other:** Any sample not covered by sample types listed in the drop-down list. Enter an explanation in Remarks balloon.
 - **Point of Use:** Samples taken for a material at the location where the material is incorporated into an INDOT asset.
 - **Quality:** Samples taken to meet the specification quality requirements for a material.
 - **Research:** Samples requested for research purposes
 - **Transfer of Material:** Sample for materials indicating that a material is transferred from one location to another
 - **Verification Testing:** Samples taken to verify that data is within the correct limits for a material or another sample.

- **Acceptance Method:** The **Acceptance Method** field shall be populated. This field indicates the Basis of Use for the material. A unique sample record is required for each type of acceptance method for each material. The types of acceptance methods are listed below.

“Click” the appropriate Acceptance Method from the **Acceptance Method** drop-down list.

- **Approval Number:** number assigned to a material on the Approved Materials list
- **Approved P/S:** Producer/Supplier that has been approved through INDOT’s certified producer/supplier program
- **Certification:** Any type of certification (A,B,C,D or Other)
- **External Document:** Any external document that is scanned or attached into SiteManager
- **Field Evaluation:** acceptance method for pre-approved materials
- **Formulation Approval:** Verifies material formulation is within limits
- **None:** There is not an acceptance type associated to the sample
- **Other:** Not covered by the acceptance methods in the drop-down list. Explain the acceptance method in the Remarks balloon.
- **Point of Use:** Aggregate monthly quality sample
- **Test Results:** This method indicates there is test data entered on a Test Template. One sample can have multiple test methods associated to it.
- **Transfer of Material:** Materials that are transferred from one location to another.
- **Visual Inspection:** acceptance by visual inspection

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R09711112222 Status: Pending
 Revised By: Revising: Sample Date: 02/19/09
 Link To: Link From: Log Date: 00/00/00
 Sample Type: Transfer of M Acpt Meth: Test Results
 Material: QC/QA PCCP
 INDOT Sampler/Witness: [xsrrck] Rack, Rick
 P/S-Mnfct: Mix'em Up Co CONC9234
 Type: CONC City: Enter City Here
 Prod Nm: Geog Area: Spaces
 Lot/Sublot:
 Represented Qty: 1,000.000 Square Meter (m^2) (SI)
 Auth By: Auth Date: 00/00/00 **INDOT**

- **Material:** The **Material** indicates the material that is being sampled and/or tested. The required sample and testing requirements are associated to the material chosen. Therefore, this is a very important step.

The material code is a searchable field that can be found by “right-clicking” on the **Material** field, then “click” on **Search**

Search Window

Material Code	Material Full Name	Material Category
602M00010	Precast PCC Barrier Wall & Glare Screen	T141 - Concrete
621M00020	Seed Mixture R	Other
621M00060	Seed Mixture T	Other
702M00010	PCC, Class A	T141 - Concrete
702M00015	PCC, Class A, AP Aggregate	T141 - Concrete
702M00030	PCC, Class C	T141 - Concrete
702M00035	PCC, Class C, AP Aggregate	T141 - Concrete

OK Cancel

When the Material field is searched, a scroll list of **Material Codes** will appear. Use the Scroll or Find/Filter/Sort technique to locate the appropriate material. Verify the correct **Material Full Name** is chosen.

“Double-Click” on the appropriate **Material Code**.

- **INDOT Sampler/Witness:** The User ID of the person obtaining the sample material or Witness the sample shall be populated in the **INDOT Sampler/Witness** field.

“Right-click” on the **INDOT Sampler/Witness** field.

“Click” on **Search**.

Sampled By	Inspector Name	Geographic Area Type
d90acoat	Coate, Autumn	640
d90amann	Mannington, Anitha	
d90asmit	Smith, Ahanu	630
d90bclip	Clipper, Buzz	660
d90bolai	O'Laidin, Bill	650
d90clink	Link, Cuff	610
d90ffarm	Farmer, Frank	
d90gblac	Black, Gene	650

When the **Sample By** field is searched, a scroll list of samplers will appear. Use the Scroll or Find/Filter/Sort technique to locate the appropriate sampler.

“Double-click” on the appropriate **Sampled By** user ID. The sampler’s name will be automatically populated in the field to the right of the sampler ID.

- **P/S-Mnfctr:** The **P/S-Mnfctr** field is the manufacturer of a material on the approved materials list, producer or supplier of the material shown in the **Material** field. This information is used to track problems of a material back to the source of the material.

“Right-click” on the **P/S-Mnfctr** field, then “click” on **Search**, if applicable.

Producer Supplier Code	Producer Supplier Name
CONC9176	Joe's Concrete
CONC9027	Plato's Concrete Mix
CONC9234	Mix'em Up Concrete
CONC1111	White as Rain Concrete Co.
CONC9017	IDNA Company, Inc
CONC9018	Aru Ready Mix Co.
CONC9016	Barry White Concrete Co.

When the **P/S-Mnfctr** field is searched, a scroll list of **Producer Supplier Names** appears. Use the Scroll or Find/Filter/Sort technique to locate the appropriate producer/supplier name.

“Double-click” on the appropriate **Producer Supplier Name**. Be careful to select the proper producer supplier, because there are multiple entries for each producer supplier, depending on the plant. When the **P/S-Mnfctr** is selected, the **Type** and **City** fields will automatically be populated.

Product Name (Prod Nm): The **Product Name** field is the Approved Material list. This field is used when the **Acceptance Method** is **Approved Material**.

“Right-click” on the **Prod Nm** field, then “click” on **Search**, if applicable.

Product Name	Material Code
AE 90	W028608
Air Mix 200	W028604
Air Mix 250	W028607
Catexol AE 260	W028600
Catexol AE 360	W028601
Catexol VR	W028602
Catexol VR Concentrate	W028603

When the **Prod Nm** field is searched, a scroll list of **Product Names** appears. Only those products that have been associated to the material listed in the material field will be listed in the **Search Window**. Use the Scroll or Find/Filter/Sort technique to locate the appropriate product.

“Double-click” on the appropriate **Product Name**, if applicable.

Geographic Area (Geog Area): The geographic area will be the district the sample is taken, “district name and Adjacent State within 60 Miles” or “Other States beyond 60 Miles”.

“Click” on the appropriate **Geographic Area** from the scroll-down list.

Lot/Sublot: The **Lot/Sublot** field is used to collect lot and subplot information. “Enter” the appropriate lot and subplot in the format LL/S in the Lot/Sublot field, if applicable.

Represented Quantity: is the total amount of material that this sample represents. The maximum quantity that a sample can represent is the **Frequency** as shown in the Frequency manual.

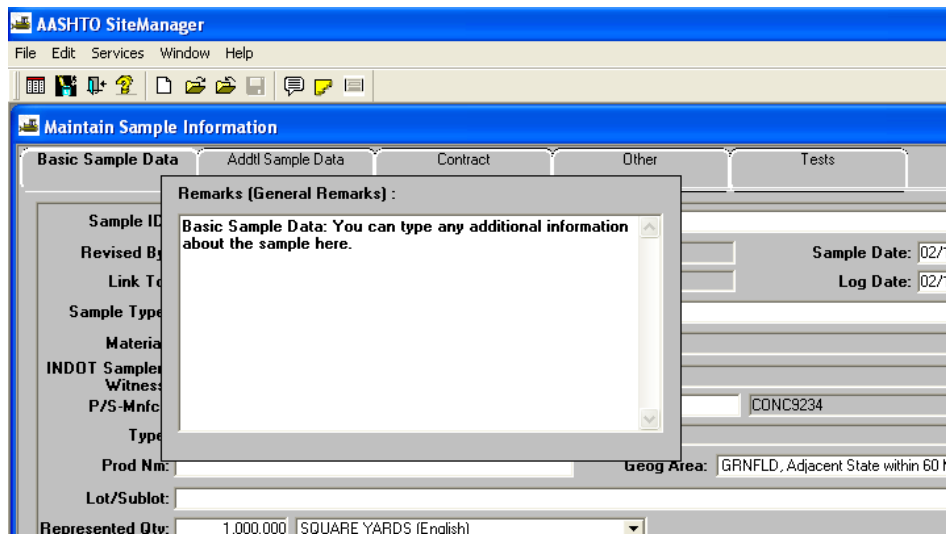
Example: The Represented Quantity for QC/QA materials is the subplot quantity, regardless of the amount delivered to the job for any given day.



“Enter” the represented quantity


“Click” on the appropriate sample unit from the drop-down list

Remarks: Additional information about a sample can be made in the **Remarks** balloon. Remarks can be entered in the remarks balloon in either the **Basic Sample Data** tab or **Addtl Sample Data** tab and the remarks appear in both tabs. The remark can be revised in either of these two tabs and the revision appears in both tabs. Place two row returns between each type of remarks.

“Click” on the **Remarks**  icon located on the toolbar.

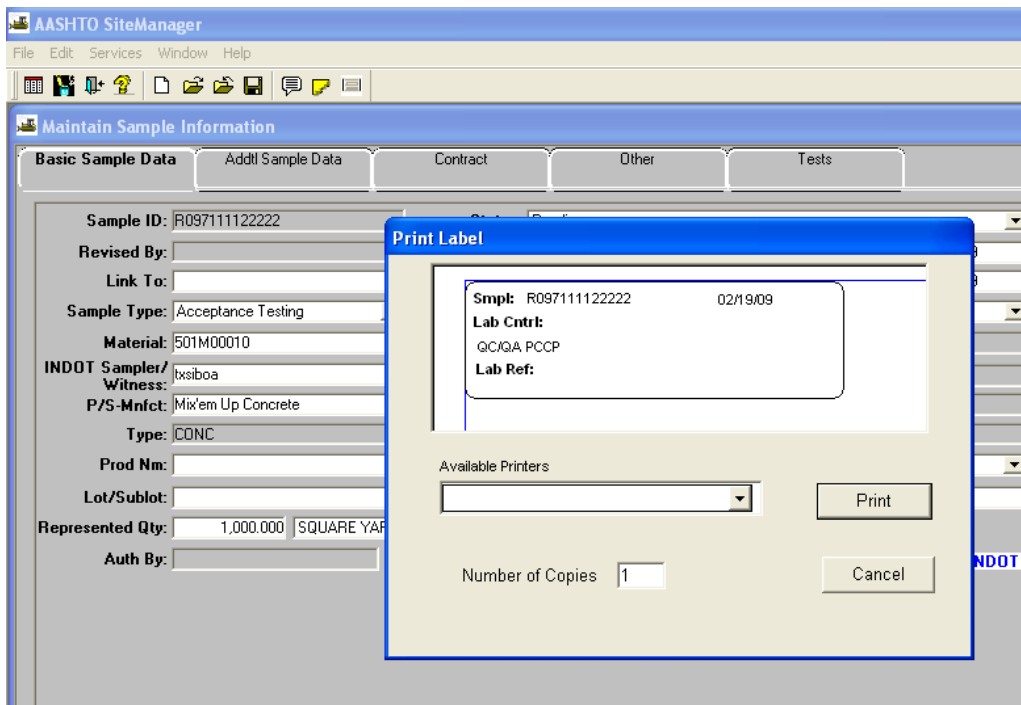


The **Remarks (General Remarks)** window opens. “Enter” the additional information here. “Click” on the **Remarks**  icon to close this window. Notice that the **Remarks**  balloon has lines in it. This indicates that there is a remark in the balloon.

After all information is entered on this tab, carefully review it. After the information is reviewed and correct, save the information by “clicking” the **Save**  button.

Once saved, the **Sample ID** field can not be modified. This single Sample ID will follow the sample through the complete process.

- **Authorized By (Auth By):** The user ID of the person authorizing the sample will automatically appear in the **Authorized By** field when the sample record is authorized.
- **Authorized Date (Auth Date):** The **Authorized Date** is automatically populated when the sample record is authorized the sample.



The **Print Label** on the toolbar, lets you print a label with the **Smpl:** (Sample Lab Number), **Lab Cntrl** (Lab Control Number), and **Lab Ref:** (Lab Reference Number).

“Click” on the **Print Label** button located on the tool bar, select the appropriate printer option and “Click” Print to print the label.

F-5 Basic Sample Data Tab – Group Exercise

Log into SiteManager: update

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

If a new record does not open, select **New** from the toolbar

Enter the following information:

Sample ID: R091277112345

Status: Spaces

Sample Date: 02/10/08

Sample Type: Acceptance Testing

Acceptance Method: Test Results

Material: 401M34513

INDOT Sampler/Witness: d90fly

P/S-Mnfctr: Hot Mix Stuff, Inc.

Geog. Area: LaPorte District Field

Represented Qty: 1000.00 Ton (English)

“Click” on **Save** from the toolbar.


Additional Sample Data tab

When a sample requires a test, additional information about the sample is entered in the **Additional Sample Data** tab.

The screenshot shows the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Sample Information' and has five tabs: 'Basic Sample Data', 'Addtl Sample Data' (which is selected), 'Contract', 'Other', and 'Tests'. The 'Addtl Sample Data' tab contains the following fields and controls:

- Sample ID: R097111122222
- Buy American: ☐ Spaces
- Requested By: [Text Field]
- Sample Size: [Text Field] Spaces
- Dist from Grade: [Text Field] Spaces
- Station: [Text Field] Offset: [Text Field] Reference: [Text Field]
- Sampled From: [Text Field]
- Sample At: [Text Field]
- Control Type: Spaces
- Beginning Number: [Text Field] Ending Number: [Text Field]
- Design Type: Spaces
- Mix ID: [Text Field]
- Plant ID: [Text Field] Plant Type: Spaces
- Sample Created from DWR: ☐
- Creator User ID: update
- Include Standard Remarks: ☐
- DWR Date: 00/00/00
- Last Modified User ID: update
- DWR Inspector: [Text Field]
- Last Modified Date: 02/19/09
- INDOT

“Click” on the **Addtl Sample Data** tab to continue entering the sample information.

NOTE: Verify the correct Sample ID appears in the **Sample ID** field. If the sample ID is incorrect, “Click” the **Open**  button located on the toolbar to select the correct sample ID.

- **Buy American:** This field is not utilized by INDOT.
- **Requested By:** The **Requested By** field identifies the person or organization requesting the sample. This field will not be utilized for most samples. Examples of when this field will be used include when a person requests an approved material verification sample or development requests roadway cores.

“Enter” the name of the person or organization requesting the sample in the **Requested By** field, if applicable.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data **Addtl Sample Data** Contract Other Tests

Sample ID: R09711112222 Buy American: ☐ Spaces

Requested By: _____

Sample Size: .25 CUBIC YARDS (English)

Dist from Grade: _____ Cubic Meter (m³) (SI) (m3)

Station: _____ Cubic Millimeters

Sampled From: _____ CUBIC YARDS (English)

Sample At: _____ CYCLE

Control Type: Spaces beginning number: _____ Ending number: _____

Design Type: Spaces Mix ID: _____

Plant ID: _____ Plant Type: Spaces

Sample Created from DWR: ☐ Creator User ID: update

DWR Date: 00/00/00 Last Modified User ID: update

DWR Inspector: _____ Last Modified Date: 02/19/09

Include Standard Remarks: ☐ **INDOT**

Sample Size: The **Sample Size** is the actual sample size being taken. It is appropriate to use this field when the sample is sent to another location for testing. The **Sample Size** should include sufficient material to perform all tests included on the **Tests** tab.

“Enter” the sample size in the **Sample Size** field.

“Click” on the appropriate sample size unit from the drop-down list located to the right of **Sample Size**.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R09711112222 Buy American: ☐ Spaces

Requested By:

Sample Size: .25 CUBIC YARDS (English)

Dist from Grade: 0 Meters

Station: 14+453 Offset: 2.4m RT. Reference: S-1-A

Sampled From:

Sample At:

Control Type: Spaces Beginning Number: Ending Number:

Design Type: Spaces Mix ID:

Plant ID: Plant Type: Spaces

Sample Created from DWR: ☐ Creator User ID: update Include Standard Remarks: ☐

DWR Date: 00/00/00 Last Modified User ID: update

DWR Inspector: Last Modified Date: 02/19/09 **INDOT**

Dist from Grade: The **Distance from Grade** field is for the elevation relative to the original grade or the lift number that the sample was taken.

“Enter” the appropriate distance, using “+” for above original grade and “-” for below original grade, in the **Dist from Grade** field, if applicable.

“Click” on the appropriate distance unit or **Lift Number** from the drop-down list located to the right of **Dist from Grade**.

Station: The **Station** field indicates the location the sample is taken. “Enter” the station location in the **Station** field, if applicable.

Offset: The **Offset** field indicates the offset distance and centerline reference (center, right or left). “Enter” the offset distance and the centerline reference (right, left or center) in the **Offset** field, if applicable.

Reference: The **Reference** field indicates the Line of the stationing referenced in the **Station** field.

“Enter” the Line of stationing in the **Reference** field, if applicable.

Sampled From: The **Sampled From** field indicates a general location the sample was taken. This field can contain 39 characters. A list of sample locations include:

Stock or Stockpile	Bin or Tank	Truck Barge or Car
In Place	Ledge or Pit	Common Excavation
Bin or Tank	Processing Equipment	Other

“Enter” the sample location in the **Sample From** field. If **Other** is selected, enter the Other sample location in the Remarks balloon.

Sampled At: The **Sample At** is the source where the sample was obtained.

“Enter” the source of the sample in the **Sampled At** field.

- **Control Type:** The **Control Type** field is a drop down field to select S, M, or P.
- **Beginning Number:** The **Beginning Number** field will hold the first number of the seal series. The format is # # # # # #.

“Enter” the first number in the **Beginning Number** field, if applicable.

- **Ending Number:** The **Ending Number** field is the last number of the seal series associated to the Control Type. The format is # # # # # #. If there is only one number associated to the Control Type, then the Ending Number field is left blank.

“Enter” the number in the series in the **Ending Number** field, if applicable.

- **Design Type:** The **Design Type** field identifies the mix design type for the sampled material. The only two types of mix design utilized by INDOT are **SUPERPAVE** and **PCC**. “Click” on the appropriate design type from the **Design Type** drop-down list, if applicable.

Mix ID: The **Mix ID** identifies the mix for the designated design type. This field must be populated when a mix design is required per specification. This field opens when a **Design Type** is chosen.

“Right-click” on the **Mix ID** field and “click” on **Search**.

Mix ID	Material Code	P/S Code	Producer Supplier Name	Eff-Dt
041702123P	702M00010	CONC9018	Aru Ready Mix Co.	01/04/04

A list of **Mix ID**'s associated to the material code appears. Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Mix ID**.

“Double-click” on the appropriate **Mix ID**.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data **Addtl Sample Data** Contract Other Tests

Sample ID: R09711112222 Buy American: ☐ Spaces

Requested By:

Sample Size: .25 CUBIC YARDS (English)

Dist from Grade: 0 Meters

Station: 14+453 Offset: 2.4m RT. Reference: S-1-A

Sampled From: In Place

Sample At: Jobsite

Control Type: DIGITAL Search
Filter Search
Filter
Find
Sort

Design Type: PCC

Plant ID: 9234

Beginning Number: 0912345 Ending Number: 0912346

Mix ID:

Plant Type: PCC Central Mix Plant

Sample Created from DWR:

DWR Inspector:

Creator User ID: update

Last Modified User ID: update

Last Modified Date: 02/19/09

Include Standard Remarks: ☐

INDOT

- **Plant ID:** The **Plant ID** field is used when an approved Producer or Supplier is selected in the **P/S-Mnfctr** field on the **Basic Sample Data** tab. Only those plants that are associated to the selected **Source** will be available.

“Right-click” on the **Plant ID** field and “click” on **Search**.

Search Window

Plant ID	Plant Name	Plant Type	Plant Status
9018	Aru Ready Mix Co.	PCC Central Mix Plant	A

OK Cancel

If applicable use the Scroll or Find/Filter/Sort technique to locate the appropriate **Plant ID**.

“Double-click” on the appropriate **Plant ID**.

Sample Created from DWR: The check box will be checked if this sample record was created via the Material Inspection Detail (MID) window from the Daily Work Report (DWR). This field is automatically populated if the record was created via the MID

Creator User ID: The Creator User ID is the User ID of the person creating the sample. This field is automatically populated when a sample is created and saved.

Include Standard Remarks: This field will not be utilized by INDOT.


DWR Date: is the Daily Work Report date the sample record was created from via the Material Inspection Detail (MID) window.

Last Modified User ID: The **Last Modified User ID** is the User ID of the latest person who modifies the sample. This field is automatically populated when a sample is modified and saved. When the sample is created, the Last Modified User ID will be the same as the Creator User ID.

DWR Inspector: is the SiteManager **User ID** of the Daily Work Report author associated to the Sample Record. This field is automatically populated when a sample is created and saved.

Last Modified Date: The date the sample was last modified and saved. This field is automatically populated when a sample is modified and saved.

Remarks: Additional information about a sample can be made in the **Remarks** balloon. Remarks can be entered in the remarks balloon in either the **Basic Sample Data** tab or **Addtl Sample Data** tab and the remarks appear in both tabs. The remark can be revised in either of these two tabs and the revision appears in both tabs. Identify which tab remarks pertain to.

After all information is entered on this tab, carefully review it, then save the information by “clicking” the **Save**  icon.

F-5 Additional Sample Data Tab – Group Exercise

Log into SiteManager: update
Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Select Sample ID: **R091277112345**

Enter the following information:

Sample Size:	0.25 CUBIC FEET (English)
Station:	31+452.5
Offset:	4 M. Rt
Reference:	Line A
Sampled From:	In Place
Sample At:	Jobsite
Plant ID:	9100 Rocky Bottom Hot Mix

Click on **Save** located on the toolbar.

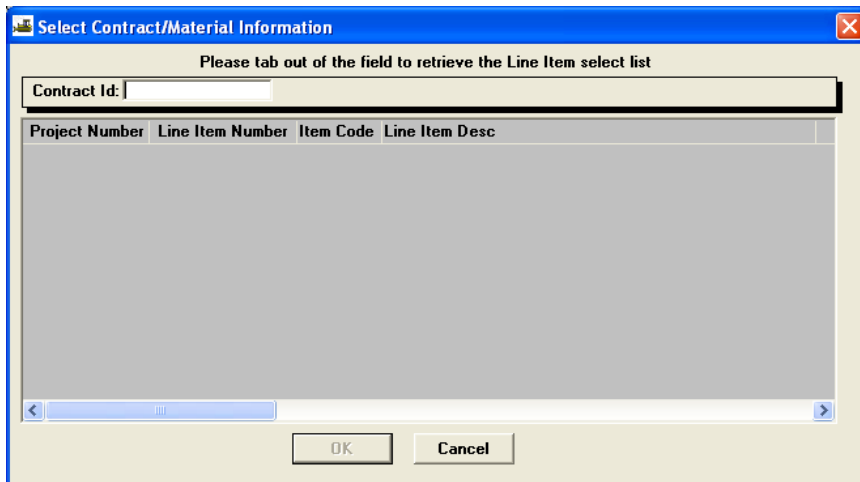
Contract tab

This tab is used to associate the sample to a specific Contract and line items.

The screenshot shows the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Sample Information' and contains five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Contract' tab is currently selected. Below the tabs, there is a 'Sample' label followed by a text box containing the value 'R097111122222'. Below this is a large table with the following columns: 'Contract ID', 'Project', 'Line Item', 'Item Code', 'Fed State Prj Nbr', 'Cont Est Matrl Qty', 'Represented Qty', 'Material Unit', 'Reported Matrl Qty', 'Satisfy Rep Matrl Qty', and 'Line Item'. The table is currently empty. At the bottom of the window is a horizontal scrollbar.

“Click” on the **Contract** tab if the sample is to be associated to a contract and line items.

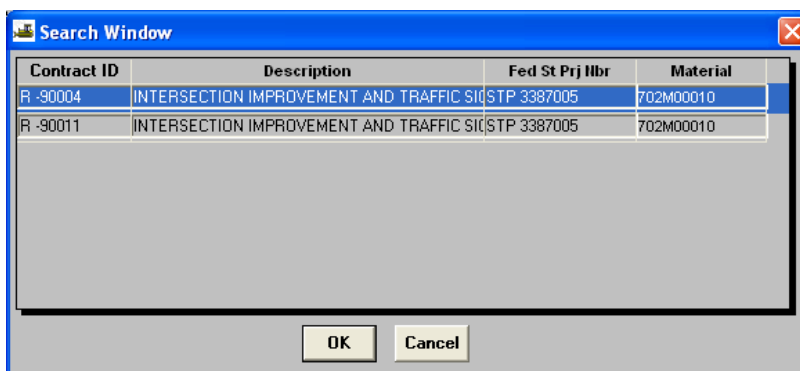
“Click” the **New**  icon.



The **Select Contract/Material Information** panel appears.
The panel contains the following information:

- **Contract ID:** **Contract ID** is the identification number assigned to the contract.
- **Project Number:** **Project Number** is the unique identifier for the project.
- **Line Item Number:** **Line Item Number** is the bid proposal line number for the work item
- **Item Code:** **Item Code** is the INDOT defined code describing the work item.
- **Line Item Desc:** **Line Item (Desc) Description** is the Title or Description of the work item.

“Right-Click” on the **Contract ID** field and “click” on **Search**.



“Double-click” on the appropriate **Contract ID**.

Select Contract/Material Information

Please tab out of the field to retrieve the Line Item select list

Contract Id: R-90004 INTERSECTION IMPROVEMENT AND TRAFFIC SIGNAL MODERNIZATION

Project Number	Line Item Number	Item Code	Line Item Desc
982071A	0002	805-01842	HANDHOLE, SIGNAL
982071A	0001	805-01815	SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m
9620710	0044	720-45030	INLET, E7
9620710	0042	720-44000	CASTING, ADJUST TO GRADE
982071A	0017	805-78925	CONTROLLER CABINET FOUNDATION, P1

OK Cancel

A list of **Projects/Line Items** that have the material associated to it will appear. Locate the appropriate **Project Number** and **Line Item Number** that is to be associated to the sample.

Note: Multiple **Line Item Numbers** may be selected by holding down on the “Ctrl” key and “Clicking” on each **Line Item Number**.

“Select” the appropriate **Line Item Number** or **Numbers**. Then “Click” on **OK**.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data **Contract** Other Tests

Sample

Contract ID	Project	Line Item	Item Code	Fed State Prj Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty	Satisfy Rep Matl Qty	Line Item Desc
R-90004	9620710	0048	801-06625	STP 3387005	23.000	.000	EACH	0.000	0.000	DETC

The **Contract** data window contains columns for the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Project:** INDOT defined **project (PCN)** number.
- **Line Item:** The bid proposal or contract line item number for the work item.
- **Item Code:** is the unique identifier associated to the Line Item.
- **Fed State Prj Nbr:** The **Federal State Project Number** that identifies the contract.
- **Cont Est Matrl Qty:** Material Quantity Estimate for the entire contract item.
- **Represented Qty:** In place quantity represented by the material sample.
- **Material Unit:** Unit of measure for the material.
- **Reported Matrl Qty:** installed or payable quantity
- **Satisfy Rep Matl Qty:** is the material quantity that satisfies the reporting requirements for the Contract.
- **Line Item Desc:** Description of the contract line item, title.
- **Supplemental Description 1:** A text description supplemental to the Item Description.
- **Supplemental Description 2:** A text description supplemental to the Item Description.
- **Contract Description:** Title or description of the Contract.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data **Contract** Other Tests

Sample R071373010049

Contract ID	Project	Line Item	Item Code	Fed State Prj Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty	Satisfy Rep Matl Qty	Line Item
R-90004	9620710	0048	801-06625	STP 3387005	23.000	1,000.000	EACH	0.000	0.000	DET

The **Representative Quantity (Represented Qty)** is the amount of material that is represented by the sample for a given project/line item. The total **Representative Quantity** on the **Contract** tab shall not exceed the **Represented Quantity** on the **Basic Sample Data** tab.

“Enter” the appropriate quantity for each project/line item in the **Represented Qty** field.

“Click” the **Save**  icon.

F-5 Contract Tab – Group Exercise

Log into SiteManager: update

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Select Sample ID: **R091277112345**

Enter the following information:

Contract: R-90011

Project: 9620710

Line Item: 0023

Represented Qty: 10.000 Megarams

Line Item: 0017

Represented Qty: 2.000 Megarams

“Click” on **Save** located on the toolbar.

Other Tab

The screenshot shows the 'AASHTO SiteManager' application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Sample Information' and has five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other' (which is selected), and 'Tests'. In the 'Other' tab, there is a 'Sample' field containing the value 'R09711112222'. Below this is a table with three columns: 'Type', 'ID', and 'Description'. The 'Type' column has a drop-down list with the following options: 'Change Order Number', 'Correspondance Log', 'CRA Contract (LL-#####)', 'CRA Contract Item Number (#####)', and 'CRA Test Report Signed by'. The 'ID' and 'Description' columns are currently empty.

Additional information about the sample is recorded in the **Other** tab. Only topics that are appropriate for the sample information record will be selected.

The topics of the additional information from the **Type** drop-down list include:

Effective Date (mm/dd/yy): This field MUST be populated when the sample's test(s) have a specification reference and the **Acceptance Method** field located on the **Basic Sample Data** tab is **Test Results**. This date provides the information needed by the testing labs to ensure the appropriate specification limits will be applied to the material. If material sampling and testing information for the sample is in a special provision, call the Central Office Materials and Tests Material Certification Supervisor to obtain the **Effective Date**. Otherwise, enter the contract's supplemental specification date. The date format shall be mm/dd/yy.

Change Order Number: Associates this record to a specific Change Order. Enter the Change Order Number in the **ID** field.

Correspondence Log: For associating this record to a specific piece of correspondence. Enter the Correspondence Log Number in the **ID** field.

CRA Contract (LL-#####): Not used

CRA Contract Item Number (#####): Not Used

CRA Test Report Signed By: Not Used

Disputes/Claims: For associating this record to a specific Dispute or Claim. Enter the Dispute /Claim Number in the **ID** field.

External Document: For associating this record to a specific external document.

Force Account: For associating this record to a specific Force Account.

Lab #2 Log Date: Enter the date the sample is received at the second lab in the **ID** Field

Lab #3 Log Date: Enter the date the sample is received at the third lab in the **ID** Field

Lab #4 Log Date: Enter the date the sample is received at the fourth lab in the **ID** Field

Lab #5 Log Date: Enter the date the sample is received at the fifth lab in the **ID** Field.

Link To (Sample ID): When a sample needs to be linked to more than one sample, the sample ID's of the sample records that are not linked in the Basic Sample Data tab are entered here. Create a new entry for each additional sample ID. Enter the Sample ID in the **ID** Field.

MSDS Code: Enter the MSDS code for the material in the **ID** Field

Purchase Order: Enter the departmental purchase order number in the **ID** Field. Do not enter the construction contract purchase order numbers in this field.

Sub-District Number (####): Enter the district number if the sample record is associated to a QPA or PO.

“Enter” the corresponding information for the **Type** selection in the **ID** field.

AASHTO SiteManager


File Edit Services Window Help

Maintain Sample **New** Information

Basic Sample Data Add Sample Data Contract **Other** Tests

Sample R097111122222

Type	ID	Description
Effective Date (mm/dd/yy)	09/01/08	

“Click” the **New**  icon to add additional **Type**, if applicable.

After all information is entered on this tab, carefully review it.

After reviewing the information and verifying it’s correct, save the information by “clicking” the **Save**  icon.

F-5 Other Tab – Group Exercise

Log into SiteManager: update

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Select Sample ID: **R091277112345**

Enter the following information:

Effective Date: 09/01/09

Change Order Number:001

“Click” on **Save** located on the toolbar.

Tests Tab

Test methods, labs, sample test numbers, and dates associated to the test methods are designated in the Tests tab.

The lab ID will be entered by lab personnel when the sample is tested in a lab.

Note: Samples that are submitted to District Labs for testing, such as QC/QA HMA Asphalt information for the Tests Tab will be entered by the District Testing Staff. Samples will then be authorized by the Supervisor that Reviews the test data.

The screenshot shows the 'AASHTO SiteManager' application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Sample Information' and contains five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Tests' tab is currently selected. Below the tabs, there is a 'Sample' label followed by a text box containing 'R097111122222'. Below this is a table with three columns: 'Test Method', 'Sample Test Nbr', and 'Test Description'. The table is currently empty. At the bottom of the window, there are several input fields and labels: 'Test Method:', 'Lab ID:', 'Sample Test Nbr:', 'Charge Amount: \$00', 'Assigned Date: 02/20/09', 'Physical Completion Date: 00/00/00', and 'Review Date: 00/00/00'. There is also a small 'INDOT' button.

“Click” on the **Tests** tab.

- **Test Method:** The **Test Method** field is where test methods are associated to a sample. More than one test method and multiple copies of the same test method can be associated to a sample.

“Right-click” on the **Test Method** field and “click” on **Search**.

Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Test Method**.

“Double-click” on the appropriate **Test Method**.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample: R097111122222

Test Method	Sample Test Nbr	Test Description
IT403E-v1		Water Cementitious Ratio (ENGLISH)

Test Method: IT403E-v1
Lab ID:
Sample Test Nbr:
Charge Amount:
[INDOT](#)

Search
Filter Search
Filter
Find
Sort
Show Filter/ Sort

Assigned Date: 02/20/09
Physical Completion Date: 00/00/00
Review Date: 00/00/00

- **Lab ID:** The **Lab ID** is the location where the sample is tested for the specified test method. The **Lab ID** will be entered by lab personnel when the sample is received at a lab. Tests performed in the field will have a **Lab ID** of **DXX Field** where XX equals the district in which the test was performed. “Right-click” on the **Lab ID** field and “click” on **Search**.

Search Window

Lab ID	Lab Name	Geographic Area
D03P2	New Castle Production Lab	6302
D04	Laporte District Testing	640
D04Field	Laporte District Field	640
D04P1	Logansport Production Lab	6401
D04P2	Hammond Production Lab	6402
D04P3	South Bend Production Lab	6403
D05	Seymour District Testing Lab	650
D05Field	Seymour District Field	650

OK Cancel

Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Lab ID**.
“Double-click” on the appropriate **Lab ID**.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample: R09711112222

Test Method	Sample Test Nbr	Test Description
IT403E-v1		Water Cementitious Ratio (ENGLISH)

Test Method: IT403E-v1 Water Cementitious Ratio (ENGLISH)

Lab ID: D03 Greenfield District Testing

Sample Test Nbr: 1

Charge Amount: \$0.00

Assigned Date: 02/20/09

Physical Completion Date: 00/00/00

Review Date: 00/00/00

INDOT

- **Sample Test Nbr:** field is a unique number for the test assigned by the individual selecting the test method. When there are multiple entries for the same test method name, the **Sample Test Nbr** will be a unique sequential number for each entry. “Enter” the appropriate number in the **Sample Test Nbr**.
- **Assigned Date:** The **Assigned Date** is the date a test is assigned to a tester. This field defaults to the date the Test Method entry is created. If the defaulted date is not the date the test is assigned to a tester, then it will need to be modified. This field does not need to be modified from the default date for contract-related sample records that are used for certifications, pre-tested material, approved material and approved producer/suppliers. “Enter” the appropriate date in the **Assigned Date** field.
- **Physical Completion Date:** The **Physical Completion Date** field is populated by the Tester when the test is complete and ready for review.
- **Review Date:** The **Review Date** field is populated by the tester’s supervisor after the test results have been reviewed. When the PE/S is the tester, the PE/S enters this date. When the lab supervisor is the tester, the lab supervisor enters this date. The sample can not be authorized until this field is populated with a date.

“Click” the **Save**  icon. To create an entry for another test method, “click” the **New**  icon and repeat the process.

Selecting Testers

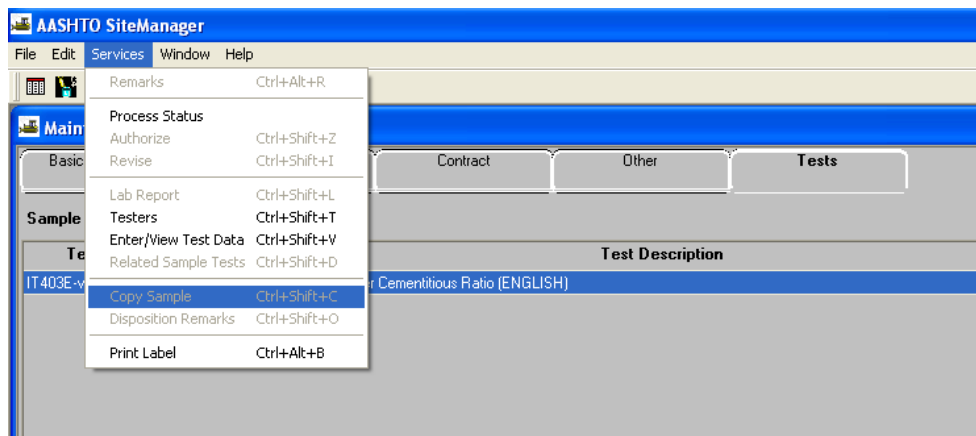
A tester must be assigned for each Test Method listed on the Tests tab before data can be entered for the test method.

The screenshot shows the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Sample Information' and contains several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Tests' tab is currently selected. Below the tabs, there is a 'Sample' field with the value 'R097111122222'. Below this is a table with three columns: 'Test Method', 'Sample Test Nbr', and 'Test Description'. The table contains one row with the following data: 'IT403E-v1', '1', and 'Water Cementitious Ratio (ENGLISH)'. Below the table, there is a form with several fields: 'Test Method' (IT403E-v1), 'Lab ID' (D03), 'Sample Test Nbr' (1), 'Charge Amount' (\$00), 'Assigned Date' (02/20/09), 'Physical Completion Date' (00/00/00), and 'Review Date' (00/00/00). There is also a button labeled 'INDOT'.

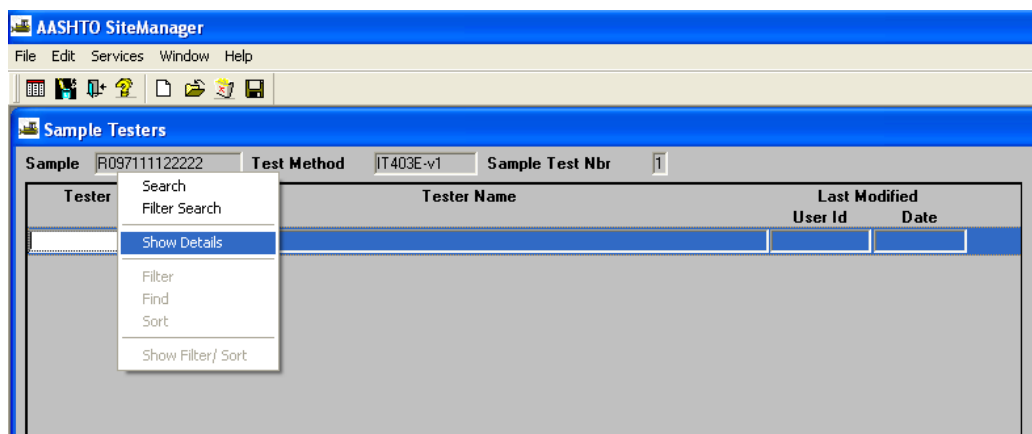
Test Method	Sample Test Nbr	Test Description
IT403E-v1	1	Water Cementitious Ratio (ENGLISH)

Test Method: IT403E-v1 Water Cementitious Ratio (ENGLISH)
Lab ID: D03 Greenfield District Testing
Sample Test Nbr: 1 Assigned Date: 02/20/09
Charge Amount: \$00 Physical Completion Date: 00/00/00
INDOT Review Date: 00/00/00

“Click” on the appropriate **Test Method**. Verify it corresponds to the appropriate **Sample Test Nbr**.



“Click” on **Services** located on the toolbar.
 “Click” on **Testers**.



The **Sample Testers** window opens showing the.

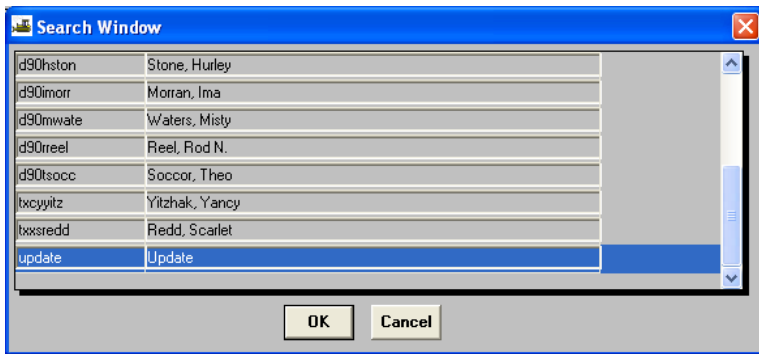
Tester ID: Is the unique SiteManager ID number associated to the Tester.

Tester Name: Is the SiteManager user associated to the **Tester ID**.

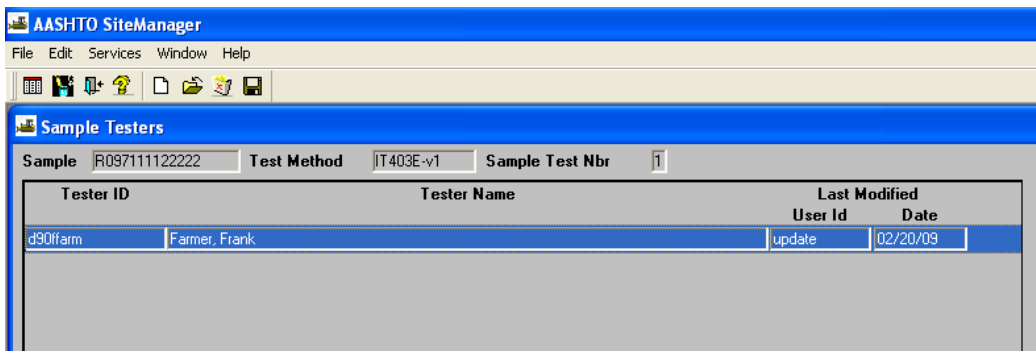
Last Modified User Id: This field is automatically populated by SiteManager with the last person who modifies this record.



Last Modified Date: This field is automatically populated by SiteManager with the date that this record was modified.

To enter the appropriate Tester “Right-click” on the **Tester ID** field.
 “Right-click” on **Search**.



Use the Scroll or Find/Filter/Sort technique to locate the appropriate tester's name. "Double-click" on the appropriate tester name. Then "click" on **OK**.



"Click" the **Save**  button located on the toolbar. Then "click" on the Close  button located on the toolbar

After testers have been assigned to all test methods, "click" on the **Basic Sample Data** tab.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R097111122222 Status: Pending

Revised By: Revising: Sample Date: 02/19/09

Link To: Link From: Log Date: 02/19/09

Sample Type: Acceptance Testing Acpt Meth: Test Results

Material: 501M00010 QC/QA PCCP

INDOT Sampler/ Witness: txsrck Rack, Rick

P/S-Mnfct: Mix'em Up Concrete CONC9234


Type: CONC City: Enter City Here

Prod Nm: Geog Area: GRNFLD, Adjacent State within 60 Miles

Lot/Sublot: 01/1

Represented Qty: 1,000.000 SQUARE YARDS (English)

Auth By: Auth Date: 00/00/00 **INDOT**

“Select” **Pending** from the **Status** drop-down list.
 “Click” the **Save**  icon.

Entering Test Data

Data associated to tests will be entered in test templates by the tester.

Note: Use the **TAB** key and **NOT** the mouse to navigate through the fields to enter the data. Otherwise, the results might not calculate correctly.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addl Sample Data Contract Other Tests

Sample R09711112222

Type	ID	Description
Effective Date (mm/dd/yy)	09/01/08	

Before entering the data, the tester will open the sample and navigate to the **Other** tab to determine the **Effective Date** for the material, if applicable.

AASHTO SiteManager

File Edit Services Window Help

Services

- Remarks Ctrl+Alt+R
- Process Status
- Authorize Ctrl+Shift+Z
- Revise Ctrl+Shift+I
- Lab Report Ctrl+Shift+L
- Testers Ctrl+Shift+T
- Enter/View Test Data Ctrl+Shift+V
- Related Sample Tests Ctrl+Shift+D
- Copy Sample Ctrl+Shift+C
- Disposition Remarks Ctrl+Shift+O
- Print Label Ctrl+Alt+B

Main

Basic Sample Data Addl Sample Data Contract Other Tests

Sample IT403E-v1 T152-v1

Test Description

Cementitious Ratio (ENGLISH)

Content of Concrete

Test Method: T152-v1 Air Content of Concrete

Lab ID: D03 Greenfield District Testing

Sample Test Nbr: 1

Charge Amount: \$00

Assigned Date: 02/20/09

Physical Completion Date: 00/00/00

Review Date: 00/00/00

INDOT

Data must be entered into a material template for each test method associated to the sample record.

“Click” on the appropriate **Test Method**. Verify the correct **Sample Test Nbr** is chosen.

“Click” on **Services** located on the toolbar.

“Click” on **Enter/View Test Data**.

AASHTO SiteManager
File Edit Services Window Help

Material Test Template Usage

Sample ID : R097111122222 Test Method : T152-v1 Test Number: 1
Material Code : 501M00010
Effective Date: 05/22/04

Test Data		Specification Limits	
		Minimum	Maximum
Revolutions in Truck			
Percent of Air-Gross	%		
Aggregate Correction	%		
Percent Air Net*	0.0 %	5.7	8.9
FINAL TEST RESULTS			
<input type="radio"/> PASS <input type="radio"/> FAIL <input type="radio"/> INFO			
REVIEWER ID			

The **Material Test Template Usage** window will appear.

There are three types of material templates utilized by INDOT that are described below:

- Specification** Test Template: Data, entered or calculated, is compared to specification limits. The **Effective Date** field is available
- Test Method** Test Template: Data, entered or calculated, is not compared to specification limits. A message within the template will indicate when the results are to be entered into another template. The **Effective Date** field is not available.
- Material** Template: Material data will be entered. Examples include check lists, batch numbers, lot numbers and A, D, J, M, P, Q, S, W numbers. The **Effective Date** field is not available.

Specification Test Template:

“Click” on the **Effective Date** drop-down list box and “click” on the appropriate **Effective Date**. The specification limits corresponding to the material and the **Effective Date** will automatically be populated.

Percent of Air-Gross	4.5 %		
Aggregate Correction	.3 %		
Percent Air Net*	4.2 %	5.0	8.0
FINAL TEST RESULTS			
<input type="radio"/> PASS <input checked="" type="radio"/> FAIL <input type="radio"/> INFO			

As the test is performed, “enter” the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data. If a failure occurs, an asterisk (*) will appear to the right of the label and the Label will turn red.

AASHTO SiteManager
File Edit Services Window Help

Material Test Template Usage

Sample ID : R097111122222 Test Method : T152-v1 Test Number: 1
Material Code : 501M00010
Effective Date: 05/22/04

AIR CONTENT of FRESHLY MIXED CONCRETE by the PRESSURE METHOD		
Test Data	Specification Limits	
	Minimum	Maximum
Revolutions in Truck	70	
Percent of Air-Gross	6.7 %	
Aggregate Correction	.2 %	
Percent Air Net	6.5 %	5.7 8.9
FINAL TEST RESULTS	<input checked="" type="radio"/> PASS <input type="radio"/> FAIL <input type="radio"/> INFO	
REVIEWER ID	update	

“Click” on the appropriate radio button, PASS, FAIL or INFO, from the **Results** field.

“Enter” the tester’s supervisor’s SM User ID in the **Reviewer ID** field.

“Click” the **Save**  icon. “Click” the **Close**  icon on the toolbar to exit this window.

Effective Date:

Date Broken	09/25/06 MM/DD/YYYY	
Age of Beam	4 DAYS	
Beam Width	155 Millimeter (SI)	
Beam Depth	153 Millimeter (SI)	
INDOT Beam Breakers are 457.2m		
Maximum Load	3050 Newton	
Flexural Strength	384 Kilopascal	
Round to Nearest 5 Kpa	385 Kilopascal	
FINAL TEST RESULTS	<input checked="" type="radio"/> PASS <input type="radio"/> FAIL <input type="radio"/> INFO	
REVIEWER ID	d90bclip	

Test Template:

As the test is performed, “enter” the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data.

“Enter” the tester’s supervisor’s UserID in the **Reviewer ID** field.

“Click” the **Save**  icon.


“Click” the **Close**  icon on the toolbar to exit this window.

Material Template:

“Enter” the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data.


Remarks: Additional information about a template can be made in the **Remarks** balloon. “Click” on the **Remarks**  icon on the toolbar. Enter remarks


The **Remarks (General Remarks)** window opens. “Enter” the additional information here. “Click” on the **Remarks**  icon to close this window.

Notice that the **Remarks**  balloon has lines in it. This indicates that there is a remark in the balloon.

Attachments: do not place attachments in the test/material template window. Attachments shall be placed on the Basic Sample Data tab window. See document **A-2-11-2 Attaching a Document to a Correspondence Log** for details on attaching documents.

“Enter” the tester’s supervisor’s UserID in the **Reviewer ID** field.

After all information is entered on this template, carefully review it. After the information is reviewed and correct, save the information by “clicking” the **Save**  button.

“Click” the **Close**  icon on the toolbar to exit this window.

AASHTO SiteManager
 File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other **Tests**

Sample: R097111122222

Test Method	Sample Test Nbr	Test Description
IT403E-v1	1	Water Cementitious Ratio (ENGLISH)
T152-v1	1	Air Content of Concrete

Test Method: T152-v1 Air Content of Concrete

Lab ID: D03 Greenfield District Testing

Sample Test Nbr: 1 Assigned Date: 02/20/09

Charge Amount: \$.00 Physical Completion Date: 02/20/09

INDOT Review Date: 00/00/00

Physical Completion Date: The **Physical Completion Date** field is populated by the Tester when the test is complete and ready for review.

“Click” the **Save**  icon.

If additional test method data needs to be entered, “click” on the appropriate **Test Method** and repeat this process.

“Click” the **Close**  icon to exit this window.

F-5 Tests Tab – Group Exercise

Log into SiteManager: update

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Select Sample ID: **R091277112345**

“Click” on the **Test Tab**

Enter the following information:

Test Method: T209-v1

Lab ID: D07Field

Sample Test Nbr: 1

“Click” on **Save** located on the toolbar

“Click” on **Services** located on the toolbar

“Click” on **Testers**

“Select” Tester ID: Update

“Click” on **Save** located on the toolbar

“Click” on **Close** located on the toolbar

Change “Click” on **Save** located on the toolbar to 12/01/07

“Click” on **Save** located on the toolbar.

“Click” on the **Basic Sample Data** Tab

Change: **Status** to **Pending**

“Click” on **Save** located on the toolbar

“Click” on the **Test Tab**

“Click” on **Services** located on the toolbar

“Click” on **Enter/View Test Data**

Under **Weighing in Water**

“Enter” **Mass of Dry Sample:** 2533.1

“Enter” **Mass of Container w/Water:** 1372.4

“Enter” **Mass of Container w/Water and Sample:** 2905.0

“Enter” **REVIEWER ID:** update

“Click” on **Save** located on the toolbar

“Click” on **Close** located on the toolbar

“Enter” **Physical Completion Date:** 12/01/07

“Click” on **Save** located on the toolbar

“Click” on **Close** located on the toolbar

“Enter” **Physical Completion Date:** 12/01/07

“Click” on **Save** located on the toolbar

Supervisor's Review of Test and Material Data

The Tester's supervisor will review the test method information after the tests are complete.

The reviewer can obtain the list of test methods to be reviewed by running the **Supervisor Sample Review** report.

The screenshot shows the AASHTO SiteManager application window. The 'Maintain Sample Information' window is open, displaying the 'Basic Sample Data' tab. The form contains the following fields:

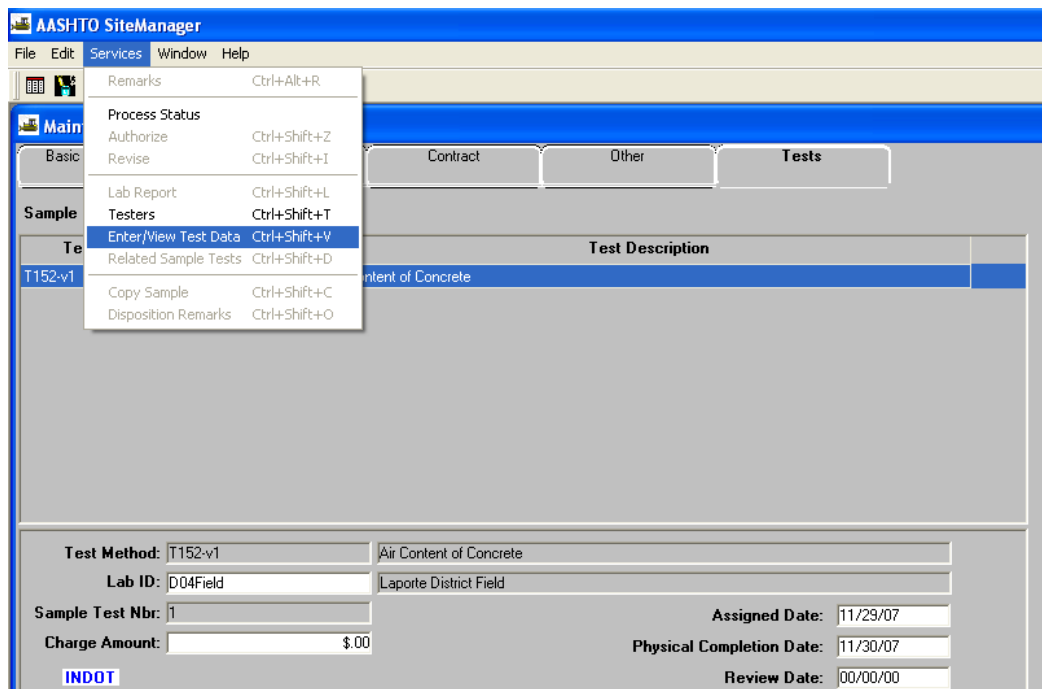
- Sample ID: R071123412345
- Status: Pending
- Revised By: (empty)
- Revising: (empty)
- Sample Date: 11/29/07
- Link To: (empty)
- Link From: (empty)
- Log Date: 00/00/00
- Sample Type: Verification Testing
- Acceptance Method: Test Results
- Material: 702M00010
- PCC, Class A
- INDOT Sampler / Witness: d90bclip
- Clipper, Buzz
- P/S-Mnfctr: Aru Ready Mix Co.
- CONC9018
- Type: CONC
- City: Enter City Here
- Prod Nm: (empty)
- Geog Area: Other States beyond 60 Miles
- Lot/Sublot: 01/1
- Represented Qty: 15.300
- Cubic Meter (m^3) (SI)
- INDOT
- Auth By: (empty)
- Auth Date: 00/00/00

Select the appropriate **Sample ID**.

The screenshot shows the AASHTO SiteManager application window. The 'Maintain Sample Information' window is open, displaying the 'Other' tab. The form contains the following fields:

- Sample: R071123412345
- Effective Date (mm/dd/yy): 05/22/04

“Click” on the **Other** tab. Note the **Effective Date**. This date will be used to verify the same date is used for the **Effective Date** in the test templates.



“Click” the **Tests** tab.

“Click” on the appropriate **Test Method** to be reviewed, located in the top panel.

“Click” on **Services** located on the toolbar.

“Click” on **Enter View Test Data**.

AIR CONTENT OF FRESHLY MIXED CONCRETE by the PRESSURE METHOD		
Test Data	Specification Limits	
	Minimum	Maximum
Revolutions in Truck	70	
Percent of Air-Gross	6.7 %	
Aggregate Correction	.2 %	
Percent Air Net	6.5 %	5.0 8.0
FINAL TEST RESULTS <input checked="" type="radio"/> PASS <input type="radio"/> FAIL <input type="radio"/> INFO		
REVIEWER ID update		

CERTIFICATION DATA	
General Information	
Type of Certification	D
ATTACH CERTIFICATION TO SAMPLE	
REVIEWER ID	d90bclip

When the **Enter View Test Data** window appears, verify the **Effective Date** populated matches the **Effective Date** that is located on the **Other** tab if applicable.

The **Effective Date** field will not appear on all templates.

AASHTO SiteManager

File Edit Services Window Help

Material Test Template Usage

Sample ID : R07112341234 Test Method : T152-v1 Test Number: 1

Material Code : 702M00010 Mix Type :

Effective Date: 05/22/04

AIR CONTENT of FRESHLY MIXED CONCRETE by the PRESSURE METHOD			
Test Data		Specification Limits	
		Minimum	Maximum
Revolutions in Truck	70		
Percent of Air-Gross	6.7 %		
Aggregate Correction	.2 %		
Percent Air Net	6.5 %	5.0	8.0
FINAL TEST RESULTS <input checked="" type="radio"/> PASS <input type="radio"/> FAIL <input type="radio"/> INFO			
REVIEWER ID		update	

Scroll through the template and verify that all the data is valid for the material, DO NOT USE THE TAB BUTTON. Also verify that the correct **Final Test Results** is selected, if applicable. If the data does not appear valid, then the reviewer shall consult with the tester. The reviewer shall not change the data. Only the Tester will modify the data.

After reviewing the template, “click” on the **Close**  button located on the toolbar to exit the **Material Test Template Usage** window.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other **Tests**

Sample: R071123412345

Test Method	Sample Test Nbr	Test Description
T152-v1	1	Air Content of Concrete

Test Method: T152-v1 Air Content of Concrete

Lab ID: D04Field Laporte District Field

Sample Test Nbr: 1

Charge Amount: \$0.00

Assigned Date: 11/29/07

Physical Completion Date: 11/30/07

Review Date: 11/30/07

INDOT

Review Date: The **Review Date** field is populated by the tester's supervisor after the test results have been reviewed. When the PE/S is the tester, the PE/S enters this date. When the lab supervisor is the tester, the lab supervisor enters this date. The sample can not be authorized until this field is populated with a date.

“Enter” the date the **Test Method** is reviewed in the **Review Date** field.

“Click” the **Save**  button located on the toolbar.

Final Review and Authorization of a Sample Record

Final Review of a Sample Record

Before a sample record can be authorized, certain fields within the sample record shall be reviewed to ensure that they have been populated correctly. These fields include:

Basic Sample Data tab

- Sample Type
- Acceptance Method
- Material

Contract tab

- Project and Line Number
- Represented Quantity

Other tab

- Verify the Effective Date corresponds with the material's effective date

Tests tab

- Appropriate Tests Methods are populated
- Verify the Effective Date corresponds with the material's effective date for each Test Method
- Check the Final Test Results status
- Review Date is populated for each Test Method

If the information is incorrect, notify the user who entered the incorrect information and direct them to correct the data.

Authorizing a Sample Record

A sample record will be locked and not editable when it is authorized. If the record needs to be corrected after it has been authorized, then it needs to be revised. Refer to the Revising a Sample Record.

The Authorizer will run the **Unauthorized Samples** report to find what samples are ready to authorize.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071123412345 Status: Complete

Revised By: Revising: Complete

Link To: Link From: Fail

Sample Type: Verification Testing Acceptance Method: Pending

Material: 702M00010 PCC, Class A Spaces

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr: Aru Ready Mix Co. CONC9018

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Other States beyond 60 Miles

Lot/Sublot: 01/1

Represented Qty: 15.300 Cubic Meter (m^3) (SI) INDOT

Auth By: Auth Date: 00/00/00

Open the appropriate Sample ID. Review the information in the Sample Record. Return to the Basic Sample Data tab when all information is correct.

“Click” on the appropriate **Status** from the **Status** drop-down list.

AASHTO SiteManager

File Edit Services Window Help

Main

Basic Sample Data

Remarks Ctrl+Alt+R

Attachments

Process Status

Authorize Ctrl+Shift+Z

Revise Ctrl+Shift+I

Lab Report Ctrl+Shift+L

Testers Ctrl+Shift+T

Enter/View Test Data Ctrl+Shift+V

Related Sample Tests Ctrl+Shift+D

Copy Sample Ctrl+Shift+C

Disposition Remarks Ctrl+Shift+O

Sample ID: R071123412345 Status: Complete

Revising: Sample Date: 11/29/07

Link From: Log Date: 00/00/00

Acceptance Method: Test Results

Material: 702M00010 PCC, Class A

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr: Aru Ready Mix Co. CONC9018

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Other States beyond 60 Miles

Lot/Sublot: 01/1

Represented Qty: 15.300 Cubic Meter (m^3) (SI) INDOT

Auth By: Auth Date: 00/00/00

“Click” on **Services** and “click” **Authorize** located on the drop-down list.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071123412345 Status: Complete

Revised By: Revising: Sample Date: 11/29/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Verification Testing Acceptance Method: Test Results

Material: 702M00010 PCC, Class A

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr: Aru Ready Mix Co. CONC9018

Type: CONC City: Enter City Here

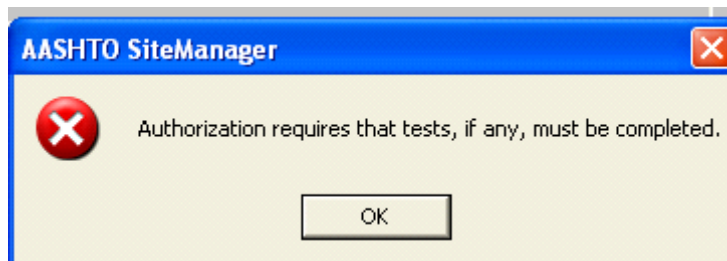
Prod Nm: Geog Area: Other States beyond 60 Miles

Lot/Sublot: 01/1

Represented Qty: 15.300 Cubic Meter (m³) (SI) **INDOT**

Auth By: update Auth Date: 11/30/07

The **Authorized By (Auth By)** and **Authorization Date (Auth Date)** fields are automatically populated. “Click” on the **Save**  icon.



When there is a test method that does not have the **Review Date** populated, this message will appear when the user tries to save an authorization.

Navigate to the **Tests** tab to verify which **Test Method** does not have the **Review Date** field populated.

Direct the appropriate user to populate this field before authorizing the sample record.

F-5 Authorizing a Sample ID – Group Exercise

Log into SiteManager: update

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Select Sample ID: **R087123498765**

View the information on each tab, verifying that the information is correct.

“Click” on the **Tests Tab**

“Click” on **Services** located on the toolbar

“Click” on **Enter/View Test Data**

Verify that the information is correct. Do NOT change any of the information or use the tab key to view the information.

“Click” on the **Close** button located on the toolbar

“Enter” **Review Date:** 12/02/07

“Click” on **Save** located on the toolbar

“Click” on the **Basic Sample Data Tab**

Change the **Status** to **Complete**

“Click” on **Services** located on the toolbar

“Click” on **Save** located on the toolbar.

“Click” on **Authorize** located on the toolbar

“Click” on **Close** located on the toolbar

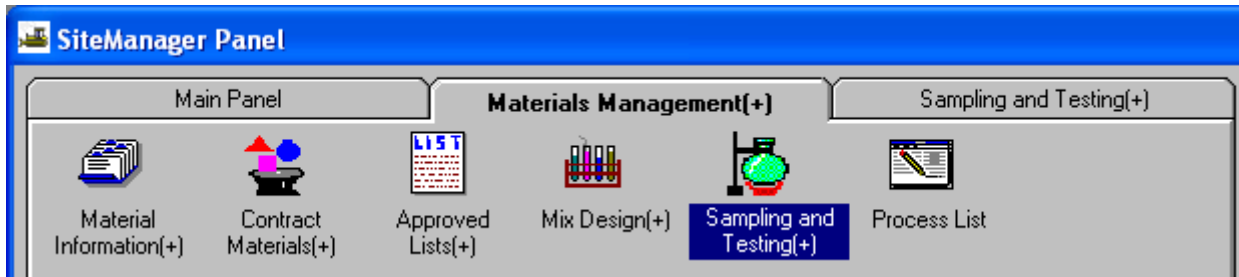
Unauthorize a Sample Record

An authorized sample record can be Unauthorized to fix problems found after the record was authorized. (Only those with the Unauthorize rights can unauthorize a record).

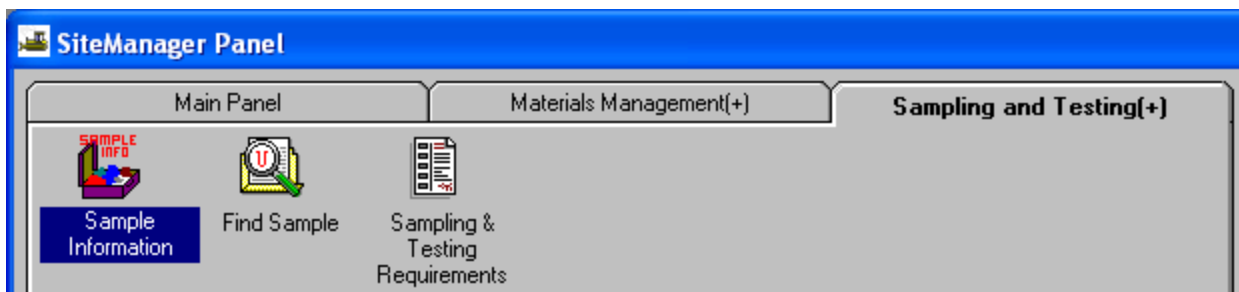
Each field should be reviewed carefully when authorizing a sample record to make sure the information is correct.



“Double-click” on the **Materials Management** icon located on the **Main Panel**.



“Double-click” on the **Sampling and Testing** icon.



“Double-click” on the **Sample Information** icon.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information Open

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R091277112345 Status: Complete

Revised By: Revising: Sample Date: 02/10/08

Link To: Link From: Log Date: 02/10/09

Sample Type: Acceptance Testing Acpt Meth: Test Results

Material: 401M34513 QC/QA HMA 25.0mm (1 in) Base, Cat 4

INDOT Sampler/ Witness: d90hfly Fly, Hyrum D.

P/S-Mnfct: Hot Mix Stuff, Inc. New Haven HMA9100

Type: HMA City: Enter City Here

Prod Nm: Geog Area: LaPorte District

Lot/Sublot:

Represented Qty: 1,000.000 TON (English) Lab Control Number:


Auth By: update Auth Date: 02/11/09 Lab Reference Number:

INDOT

“Click” on the **Open**  button located on the tool bar.

Select Sample

Selection

 Sample

Find :

Sample

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Sup
R07137301022	801M00045	Worksite Speed Limit Sign	9997	Contractor
R071373030017	506M00010	PCCP for Full Depth Patching	CONC1540	
R072198812345	718M00010	Aggregate for Underdrains	CONC9234	Mix'em Up Concrete
R076402200010	402M32721	HMA Intermediate 19.0mm(3/4 in),(Type B		
R071373010036	910M00350	Dowel Bar, Gr 300, 32	J009845	
Z-DUMMY	AGBASECL1	Dummy Material so Find Sample Works		

OK Cancel

“Double-click” on the **Sample ID** of the sample record to be unauthorized. Use the Scroll or Find/Filter/Sort technique, if applicable.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Add Sample Data Contract Other Tests

Sample ID: R044913467678 Status: Void
 Revised By: R070123123456 Revising: Sample Date: 01/03/04
 Link To: Link From: Log Date: 01/03/04
 Sample Type: Audit Acpt Meth: Test Results
 Material: 904M05290 CA, Class Dolo, CS, 11
 INDOT Sampler/Witness: d90hhazz Hazzard, Hap
 P/S-Mnfct: Round Rock, Inc. Woodburn Q851001
 Type: AGG City: Enter City Here
 Prod Nm: Geog Area: LaPorte District
 Lot/Sublot:
 Represented Qty: .000 Megagram (SI) (Metric Ton) Lab Control Number:
 Auth By: update Auth Date: 03/24/05 Lab Reference Number:
 INDOT

The selected sample record will open.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Remarks Ctrl+Alt+R
 Attachments
 Process Status
 Authorize Ctrl+Shift+Z
Unauthorize Ctrl+Shift+U
 Revise Ctrl+Shift+I
 Lab Report Ctrl+Shift+L
 Testers Ctrl+Shift+T
 Enter/View Test Data Ctrl+Shift+V
 Related Sample Tests Ctrl+Shift+D
 Copy Sample Ctrl+Shift+C
 Disposition Remarks Ctrl+Shift+O
 Print Label Ctrl+Alt+B

Basic Sample Data Contract Other Tests

Status: Complete
 Revising: Sample Date: 09/11/07
 Link From: Log Date: 00/00/00
 Acpt Meth: Visual Inspection
 Worksite Speed Limit Sign
 doug alexander
 9997
 Type: XXXX City: No Address Found
 Prod Nm: 6100 Geog Area:
 Lot/Sublot:
 Represented Qty: 4.000 EACH
 Auth By: dalex Auth Date: 09/11/07
 INDOT

“Click” on **Services** located on the menu bar.

“Click” on **Unauthorize** located on the drop-down list.

SiteManager

Are you sure you want to Unauthorize this Sample?

Yes No

“Click” **Yes** to unauthorize this Sample record.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R043918300020 Status: Complete
 Revised By: Revising: Sample Date: 01/20/04
 Link To: Link From: Log Date: 01/21/04
 Sample Type: Acceptance Testing Acpt Meth: Spaces
 Material: 904M06020 FA, NS, 23
 INDOT Sampler/Witness: d90alinc Lincoln, Abraham
 P/S-Mnfct: Independent Gravel Co. Q009014
 Type: AGG City: Enter City Here
 Prod Nm: Geog Area: Greenfield District
 Lot/Sublot:
 Represented Qty: .000 TON (English) Lab Control Number:
 Auth By: Auth Date: 00/00/00 Lab Reference Number:
 INDOT

“Enter” the information that needs to be corrected.

“Click” on the **Services**

“Click” on **Authorize**

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

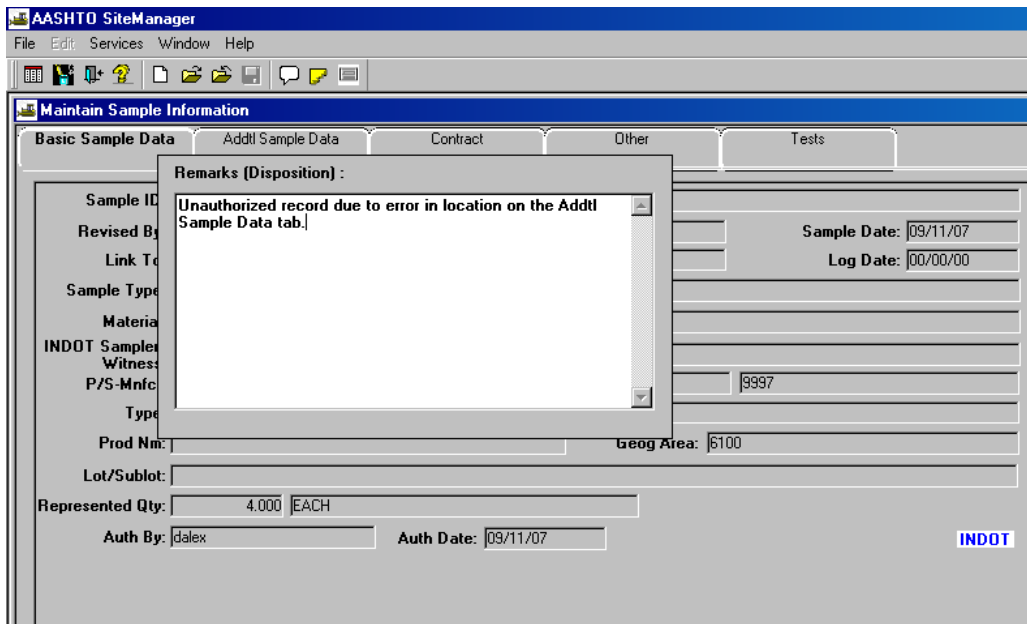
Basic Sample Data Addtl Sample Data Contract Other Tests

Services
 Remarks Ctrl+Alt+R
 Attachments
 Process Status
 Authorize Ctrl+Shift+Z
 Unauthorize Ctrl+Shift+U
 Revise Ctrl+Shift+I
 Lab Report Ctrl+Shift+L
 Testers Ctrl+Shift+T
 Enter/View Test Data Ctrl+Shift+V
 Related Sample Tests Ctrl+Shift+D
 Copy Sample Ctrl+Shift+C
 Disposition Remarks Ctrl+Shift+O
 Print Label Ctrl+Alt+B

Sample ID: R043918300020 Status: Complete
 Revised By: Revising: Sample Date: 06/06/04
 Link To: Link From: Log Date: 00/00/00
 Sample Type: Acceptance Testing Acpt Meth: Spaces
 Material: 904M06020 FA, NS, 23
 INDOT Sampler/Witness: d90alinc Lincoln, Abraham
 P/S-Mnfct: Independent Gravel Co. Q009014
 Type: AGG City: Enter City Here
 Prod Nm: Geog Area: Greenfield District
 Lot/Sublot:
 Represented Qty: .000 TON (English) Lab Control Number:
 Auth By: Auth Date: 00/00/00 Lab Reference Number:
 INDOT

“Click” on the **Services** located on the toolbar

“Click” on **Disposition Remarks** from the dropdown list



“Enter” details of what was changed when the record was unauthorized and re-authorized

“Click” on **Services** located on the toolbar

“Click” on **Disposition Remarks** to close the window.

“Click” the **Save**  button located on the toolbar.

F-5 Individual Exercise – Unauthorize Records

In the following exercise, you will Unauthorize sample record R044918412345

Log into SM with **User ID:** update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon
Double-click on **Sampling and Testing (+)** icon
Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar

“Double-click on **Sample ID** R044918412345

“Click” on **Services** located on the toolbar

“Click” on Unauthorize.

“Click” Yes when asked “**Are you Sure you want to Unauthorize this Sample?**

“Click” on **Represented Qty** enter 1000.00

“Click” on **Services** located on the toolbar

“Click” on **Authorize**

“Click” on the **Services**

“Click” on **Disposition Remarks**

Enter Changed Represented Qty to 1000.00

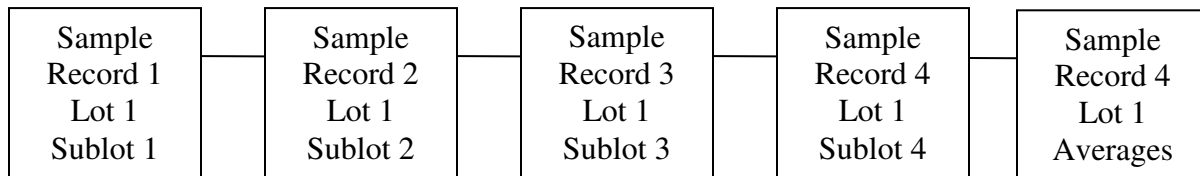
“Click” on **Disposition**

“Click” on **Close** located on the toolbar.

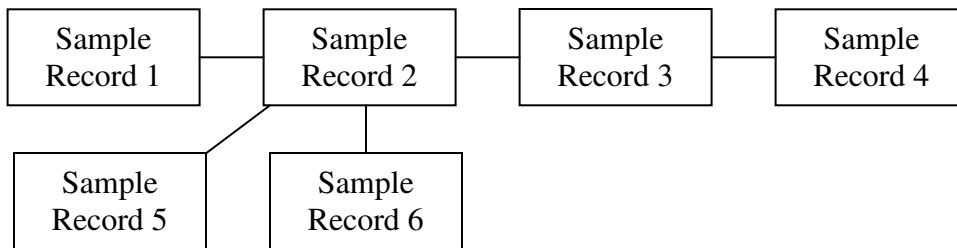
Linking Sample Records

Linking creates an audit trail for sample records that are related by material and test results. A sample record can only be linked to one other sample record. This process can be repeated, creating a chain affect. No data is shared between the linked sample records.

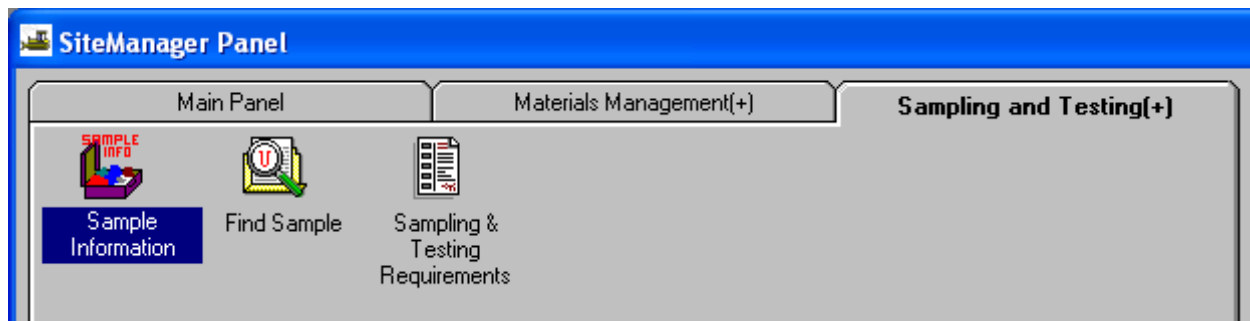
Correct Usage of Linking



Incorrect Usage of Linking



- Only use the linking function located on the **Basic Sample Data** tab to link Sublots and Lots together.
- Samples can only be linked before they are authorized.
- All other linking of sample records shall be done in the **Other** tab.



“Double-click” on the **Sample Information** icon.

“Click” on the **Open**  button located on the toolbar.

Select Sample

Selection

Find :

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Sup
R070402211111	702M00010	PCC, Class A	CONC9018	Aru Ready Mix Co.
R071123412345	702M00010	PCC, Class A	CONC9018	Aru Ready Mix Co.
R071277112345	401M34513	QC/QA HMA 25.0mm (1 in) Base, Cat 4	HMA9012	Black Side Up Paving
R07137010027	910M00350	Dowel Bar, Gr 300, 32	J009845	
R071373000001	913M10200	Construction Warning Light, Type A	8304	Empco-Lite Co
R071373010001	801M00120	Construction Signs, Type C	9997	Contractor

OK Cancel

Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID.
 “Double-click” on the appropriate **Sample ID**.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071277112345 Status: Spaces

Revised By: Revising: Sample Date: 09/22/06

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Search Filter Search

Material: 401M3451 Filter

INDOT Sampler / Witness: d90bmart Find

P/S-Mnfctr: Black Side Sort

Type: HMA Show Filter/ Sort

Acceptance Method: Test Results

QC/QA HMA 25.0mm (1 in) Base, Cat 4

Martinez, Benjamin

City: Enter City Here HMA9012

Geog Area: Spaces

Prod Nm:

Lot/Sublot: 01/1

Represented Qty: 600.000 TON (English) INDOT

Auth By: Auth Date: 00/00/00

“Right-click” on the **Link To** field and “click” on **Search**.

Sample ID	Material Code	Producer Supplier Code
A-401M34513	401M34513	
R061277112345	401M34513	HMA9012
d90bclip0621234	401M34513	HMA9011
d90bclip0612346	401M34513	HMA9011
R071277112345	401M34513	HMA9012
d90user0600001	401M34513	HMA9011
d90bclip0621235	401M34513	HMA9011
A-401M34514	401M34514	

OK Cancel

Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID.
 “Double-click” on the appropriate **Sample ID**.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071277112345 Status: Spaces

Revised By: Revising: Sample Date: 09/22/06

Link To: R061277112345 Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Test Results

Material: 401M34513 QC/QA HMA 25.0mm (1 in) Base, Cat 4

INDOT Sampler / Witness: d90bmart Martinez, Benjamin

P/S-Mnfctr: Black Side Up Paving HMA9012


Type: HMA City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot: 01/1

Represented Qty: 600.000 TON (English) INDOT

Auth By: Auth Date: 00/00/00

The **Link To:** field is populated with the selected Sample ID.
 “Click” the **Save**  button.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information Open

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071277112345 Status: Spaces

Revised By: Revising: Sample Date: 09/22/06

Link To: R061277112345 Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Test Results

Material: 401M34513 QC/QA HMA 25.0mm (1 in) Base, Cat 4

INDOT Sampler / Witness: d90bmart Martinez, Benjamin

P/S-Mnfctr: Black Side Up Paving HMA9012

Type: HMA City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot: 01/1


Represented Qty: 600.000 TON (English) INDOT

Auth By: Auth Date: 00/00/00

“Click” on the **Open**  button.

Select Sample

Selection

 Sample

Find :

Sample

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Supplier
R047100112340	904M00690	CA, Class A, CS, 8		
R055912900100	913M15290	Traffic Signal, Loop Wire		
R061277112345	401M34513	QC/QA HMA 25.0mm (1 in) Base, Cat 4	HMA9012	Black Side Up Paving
R064332188888	702M00010	PCC, Class A	CONC9018	Aru Ready Mix Co.
R064332199999	702M00010	PCC, Class A	CONC9016	Barry White Concrete Co.
R070123412345	702M00010	PCC, Class A	CONC9018	Aru Ready Mix Co.

OK Cancel

Locate the **Sample ID** that was linked in the original sample record. Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID.

“Double-click” on the appropriate **Sample ID**.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R061277112345 Status: Spaces
 Revised By: Revising: Sample Date: 09/22/06
 Link To: Link From: R071277112345 Log Date: 09/22/06
 Sample Type: Acceptance Testing Acceptance Method: Test Results
 Material: 401M34513 QC/QA HMA 25.0mm (1 in) Base, Cat 4
 INDOT Sampler / Witness: d90bmart Martinez, Benjamin
 P/S-Mnfctr: Black Side Up Paving HMA9012
 Type: HMA City: Enter City Here
 Prod Nm: Geog Area: Spaces
 Lot/Sublot: 01/1
 Represented Qty: 600.000 TON (English) INDOT
 Auth By: Auth Date: 00/00/00

The **Link From** field will automatically be populated with the Sample ID of the original sample record.

“Click” the **Close**  button to exit the Maintain Sample Information window.

F-5 Individual Exercise – Linking Record

In the following exercise, you will Link sample records that are involved in appeal tests. Sample record R043918633330 is being linked to sample record R043918633335.

Log into SM with **User ID:** update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon

Double-click on **Sampling and Testing (+)** icon

Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar

Sample ID Select: R043918633330
Click **OK**

“Right-click” on the **Link To** field and “click” on **Search**

Select **Sample Id** R043918633335

Sample Date: “Enter” in today’s date.

“Click” the **OK** button.

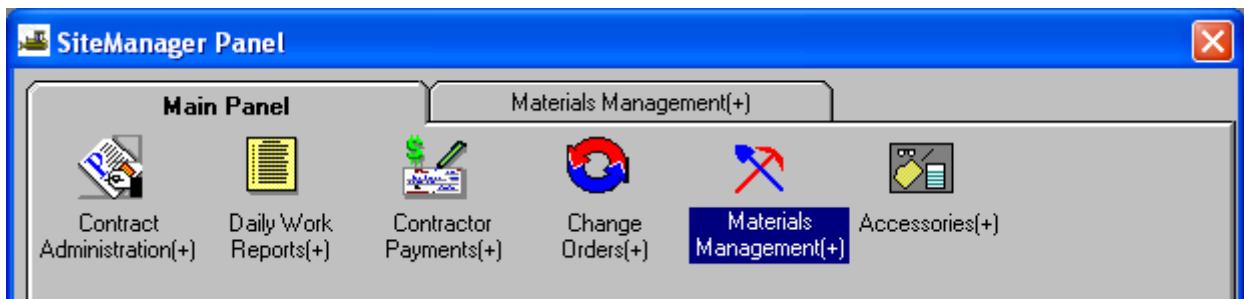
“Click” the **Save** button.

Revising a Sample Record

When an authorized sample record requires corrections, the user shall utilize the revise function. This will create a new record with all information copied from the original record, except for date fields, lab ID's, assigned testers, and authorizer's information. The Status field on the authorized record will automatically change to Void and will not count toward any sampling and testing requirements.

A sample record can only be revised once, but the revision can also be revised one time creating a chain of revisions.

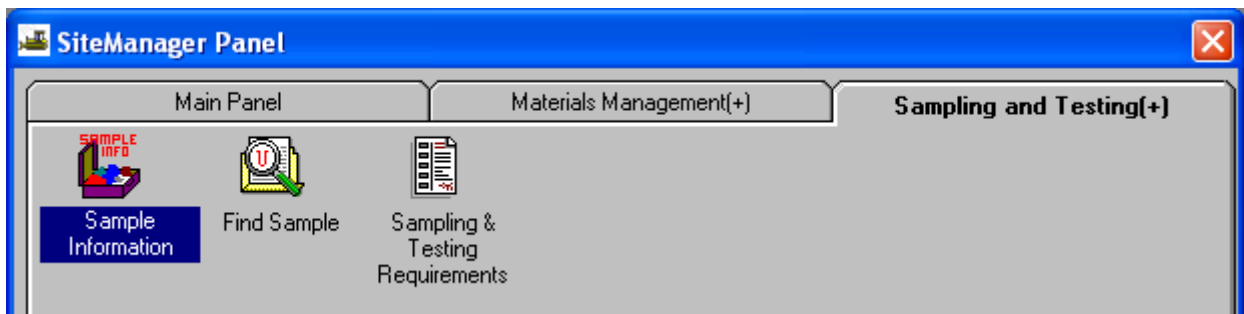
Do not revise a Master Sample Record (A-000M00000).



“Double-click” on the **Materials Management** icon located on the **Main Panel**



“Double-click” on the **Sampling and Testing** icon.



“Double-click” on the **Sample Information** icon.

“Click” on the **Open**  button located on the tool bar.

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Sup
R07137010027	910M00350	Dowel Bar, Gr 300, 32	J009845	
R071373000001	913M10200	Construction Warning Light, Type A	8304	Empco-Lite Co
R071373010001	801M00120	Construction Signs, Type C	9997	Contractor
R071373010002	913M10200	Construction Warning Light, Type A	8304	Empco-Lite Co
R071373010003	913M10200	Construction Warning Light, Type A	8304	Empco-Lite Co
R071373010004	801M00120	Construction Signs, Type C	9997	Contractor

“Double-click” on the **Sample ID** of the authorized sample record that will be revised. Use the Scroll or Find/Filter/Sort technique, if applicable.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071373000001 Status: Complete

Revised By: Revising: Sample Date: 08/14/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Visual Inspection

Material: 913M10200 Construction Warning Light, Type A

INDOT Sampler / Witness: dalex doug alexander

P/S-Mnfctr: Empco-Lite Co 8304

Type: XXXX City: No Address Found.

Prod Nm: Geog Area: 6100

Lot/Sublot:

Represented Qty: 4.000 EACH INDOT

Auth By: dalex Auth Date: 09/11/07

All the fields will be gray indicating the sample record has been authorized. If all the fields are not gray, the sample is not locked and still editable.

AASHTO SiteManager
File Edit Services Window Help

Main

Basic Sample Data Contract Other Tests

Services

- Remarks Ctrl+Alt+R
- Attachments
- Process Status
- Authorize Ctrl+Shift+Z
- Revise Ctrl+Shift+I**
- Lab Report Ctrl+Shift+L
- Testers Ctrl+Shift+T
- Enter/View Test Data Ctrl+Shift+V
- Related Sample Tests Ctrl+Shift+D
- Copy Sample Ctrl+Shift+C
- Disposition Remarks Ctrl+Shift+O

Sample ID: R071373000001 Status: Complete

Revised By: Revising: Sample Date: 08/14/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Visual Inspection

Material: 913M10200 Construction Warning Light, Type A

INDOT Sampler / Witness: dalex doug alexander

P/S-Mnfctr: Empco-Lite Co 8304

Type: XXXX City: No Address Found.

Prod Nm: Geog Area: 6100

Lot/Sublot:

Represented Qty: 4.000 EACH INDOT

Auth By: dalex Auth Date: 09/11/07

“Click” on **Services** located on the menu bar.

“Click” **Revise** located on the drop-down list

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071373000002 Status: Spaces

Revised By: Revising: R071373000001 Sample Date: 08/14/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Visual Inspection

Material: 913M10200 Construction Warning Light, Type A

INDOT Sampler / Witness: dalex doug alexander

P/S-Mnfctr: Empco-Lite Co 8304

Type: XXXX City: No Address Found.

Prod Nm: Geog Area: 6100

Lot/Sublot:

Represented Qty: 4.000 EACH INDOT

Auth By: Auth Date: 00/00/00

The person who revises the sample record will use his/her submitter number and sequence number to establish the **Sample ID** of the revised sample record. “Type” in the new **Sample ID** and make corrections to the sample record. Review the information in every field on each tab. Enter the correct information.

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample: R071373000002

Test Method	Sample Test Nbr	Test Description
SM1001-v1	00001	Visual Inspection

Test Method: SM1001-v1 Visual Inspection

Lab ID: D01Field Crawfordsville District Field

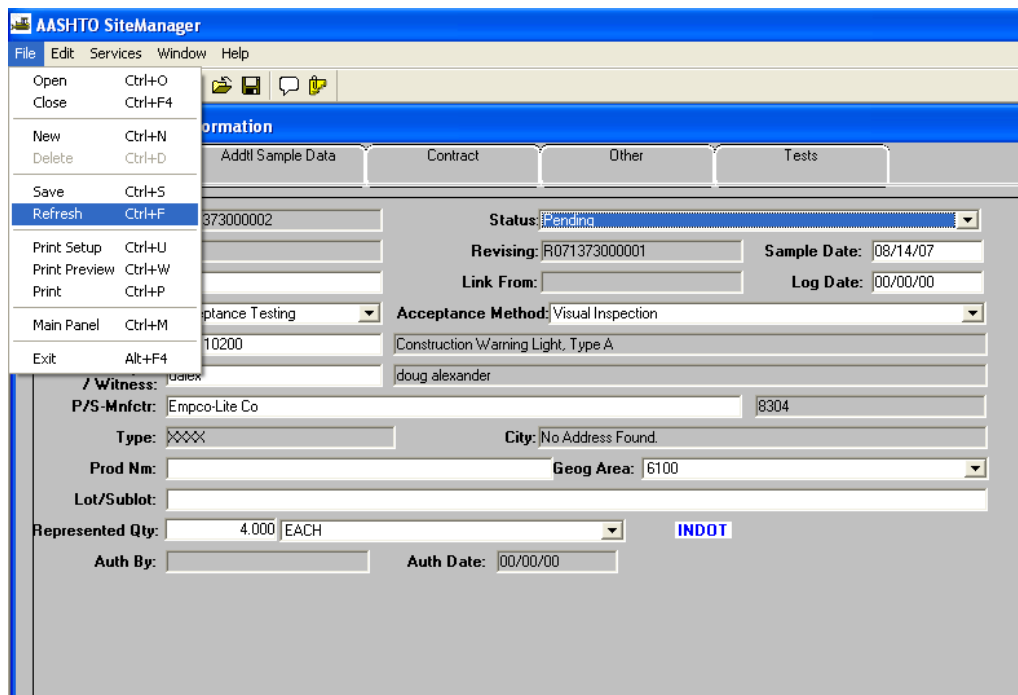
Sample Test Nbr: 00001 Assigned Date: 00/00/00

Charge Amount: \$0.00 Physical Completion Date: 00/00/00

INDOT Review Date: 00/00/00

Note: In the Tests Tab all date fields default to 00/00/00 and the Testers are no longer associated to the Test Methods on the Test tab on the new sample record.

“Click” the **Save**  button on the tool bar.



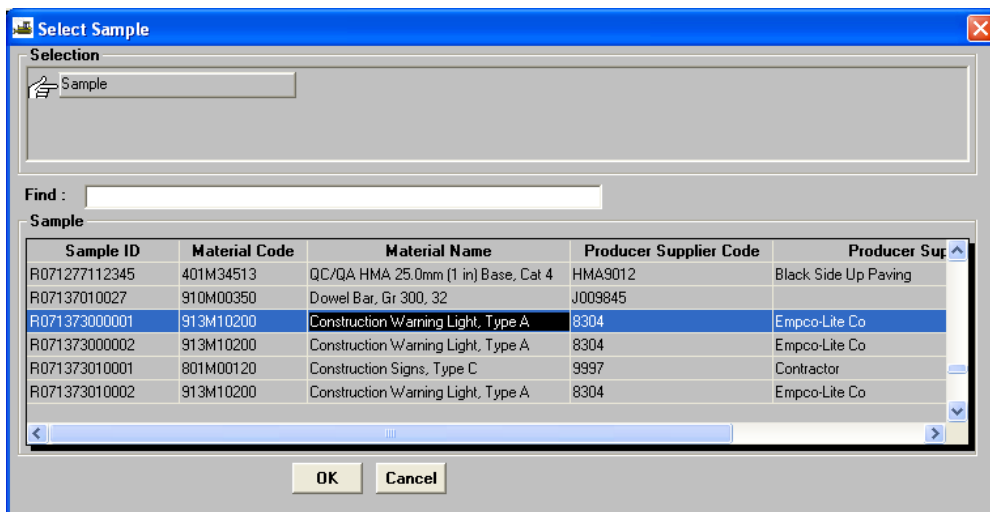
“Click” on **File** located on the menu bar.

“Click” on **Refresh** located on the drop-down list.

Refer to the **F-5-1-3 Final Review and Authorization of a Sample Record** section of this document to complete this process.

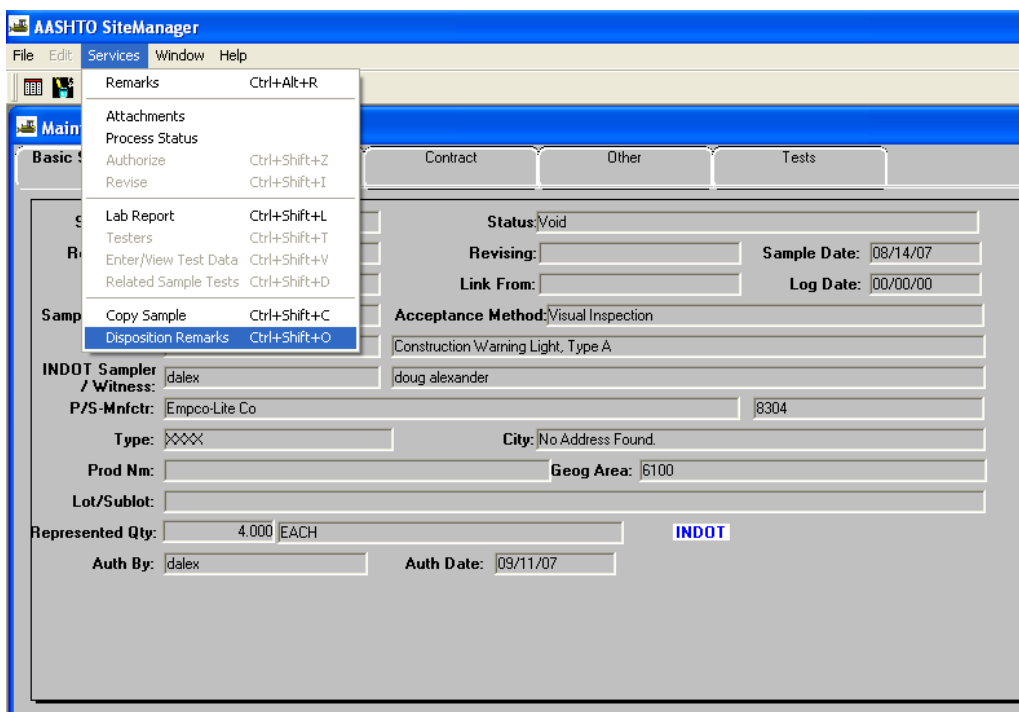
The original **Sample ID** is on the **Basic Sample Data** tab in the **Revising** field of the revised sample record. The original **Sample ID** needs to be voided and disposition remarks entered as to why the original **Sample ID** was revised.

“Click” the **Open**  button located on the tool bar.



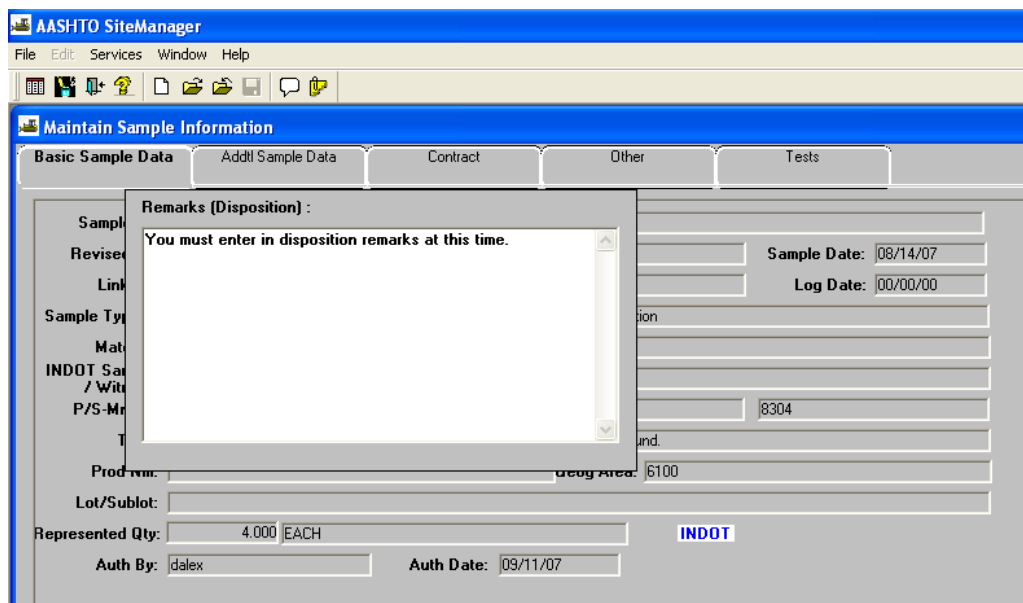
“Double-click” on the original **Sample ID**.

A **Disposition Remark** must be entered on the original sample record to fully explain why the original sample record is being revised.

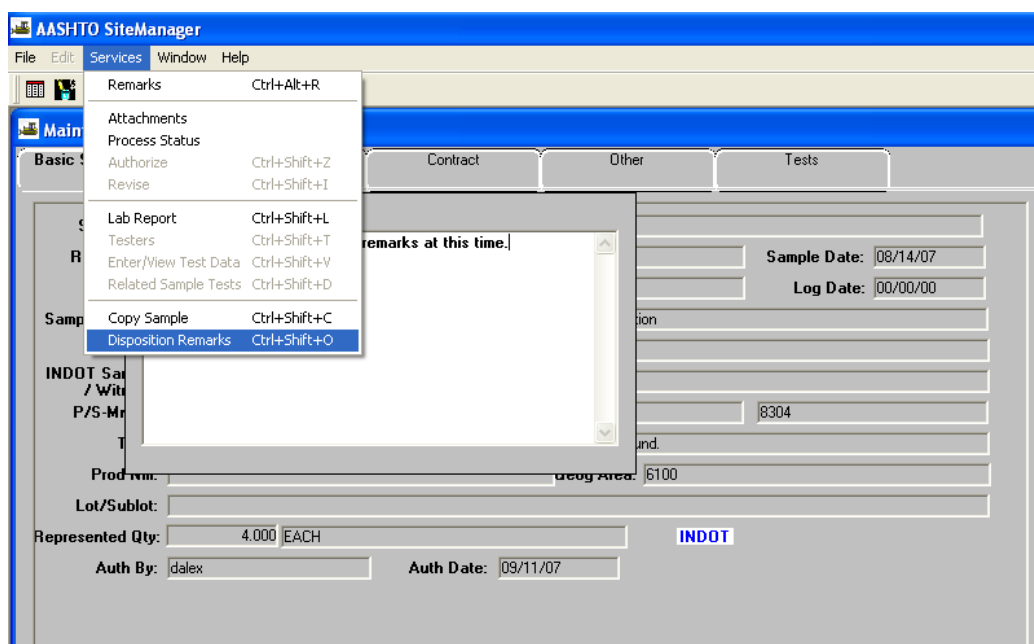


“Click” on **Services** located on the menu bar in the **Basic Sample Data** tab.


“Click” on **Disposition Remarks** located on the drop-down list.



Populate the **Remarks (Disposition)** window with the explanation for the revision of the sample.



Close the **Remarks (Disposition)** window by “Clicking” on the **Services** button and “click” on **Disposition Remarks**.

Click” the **Save**  button to save the disposition remarks.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071373000001 Status: Void

Revised By: R071373000002 Revising: Sample Date: 08/14/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Visual Inspection

Material: 913M10200 Construction Warning Light, Type A

INDOT Sampler / Witness: dalex doug alexander

P/S-Mnfctr: Empco-Lite Co 8304

Type: XXXX City: No Address Found.


Prod Nm: Geog Area: 6100

Lot/Sublot:

Represented Qty: 4.000 EACH **INDOT**

Auth By: dalex Auth Date: 09/11/07

Notice that the Sample ID of the revising sample record appears in the **Revised By** field of the original sample record.

“Click” the **Close**  button, located on the toolbar, to exit the **Maintain Sample Information** window.

F-5 Individual Exercise – Revise a record

In the following exercise, you will **Revise** a sample record R044910344445

Log into SM with **User ID:** update

Password pass

Navigation from **Main Panel:**

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Sampling and Testing (+)** icon

“Double-click” on **Sample Information** icon

Click the **Open** button located on the toolbar

Sample ID Select: R044910344445

Click **OK**

“Click” on **Services** located on the menu bar.

“Click” **Revise** located on the drop-down list

Sample ID Enter: R044910344446

Status Select: Spaces

Sample Date Enter: Today’s date

Represented Qty Enter: 1000.0 m3

Contract Tab:

“Click” on New

Contract Select R-90011

Line Item Select 0007

Represented Qty Enter 1000.0

“Click” **Save**

Open **Sample Id** R044910344445

Basic Sample Data tab

“Click” on **Services**

“Click” **Disposition Remarks** located on the drop-down list

Enter: Enter disposition remarks here.

“Click” on **Services**

“Click” **Disposition Remarks** located on the drop-down list

“Click” **Save**

Copying a Sample Record

A new sample record can be created by copying an existing sample record. All sample records can be copied.

When a sample record is copied, the following information will not be copied forward:

- **Sample ID**
- All date fields
- Test Method **Lab ID**'s
- **Testers** assigned to each Test Method
- Test Method template information
- Authorizer information

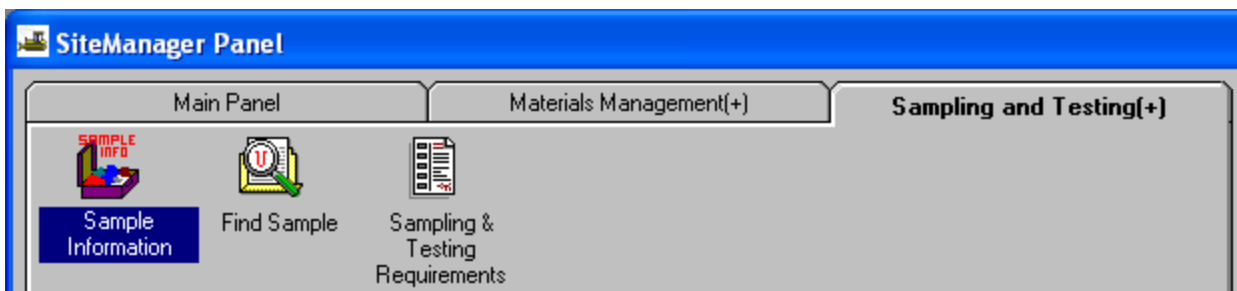
Each field should be reviewed carefully when copying a sample record to make sure the information is correct.



“Double-click” on the **Materials Management** icon located on the **Main Panel**.



“Double-click” on the **Sampling and Testing** icon.



“Double-click” on the **Sample Information** icon.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information Open

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R071373000001 Status: Void

Revised By: R071373000002 Revising: Sample Date: 08/14/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Visual Inspection

Material: 913M10200 Construction Warning Light, Type A

INDOT Sampler / Witness: dalex doug alexander

P/S-Mnfctr: Empco-Lite Co 8304

Type: Type City: No Address Found.

Prod Nm: Geog Area: 6100

Lot/Sublot:


Represented Qty: 4.000 EACH **INDOT**

Auth By: dalex Auth Date: 09/11/07

“Click” on the **Open**  button located on the tool bar.

Select Sample

Selection

 Sample

Find :

Sample

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Sup
R07137301022	801M00045	Worksite Speed Limit Sign	9997	Contractor
R071373030017	506M00010	PCCP for Full Depth Patching	CONC1540	
R072198812345	718M00010	Aggregate for Underdrains	CONC9234	Mix'em Up Concrete
R076402200010	402M32721	HMA Intermediate 19.0mm(3/4 in).(Type B		
R071373010036	910M00350	Dowel Bar, Gr 300, 32	J009845	
Z-DUMMY	AGBASECL1	Dummy Material so Find Sample Works		

OK Cancel

“Double-click” on the existing **Sample ID** to be copied.
Use the Scroll or Find/Filter/Sort technique, if applicable.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R076402200010 Status: Complete

Revised By: Revising: Sample Date: 11/09/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Certification

Material: 402M32721 HMA Intermediate 19.0mm(3/4 in),(Type B)

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr:

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot:

Represented Qty: .000 Megagram (SI) (Metric Ton) **INDOT**

Auth By: d90aful Auth Date: 11/09/07

The selected sample record will open.

AASHTO SiteManager

File Edit Services Window Help

Services

- Remarks Ctrl+Alt+R
- Attachments
- Process Status
- Authorize Ctrl+Shift+Z
- Revise Ctrl+Shift+I
- Lab Report Ctrl+Shift+L
- Testers Ctrl+Shift+T
- Enter/View Test Data Ctrl+Shift+V
- Related Sample Tests Ctrl+Shift+D
- Copy Sample Ctrl+Shift+C**
- Disposition Remarks Ctrl+Shift+O

Main

Basic Sample Data Contract Other Tests

Sample ID: R076402200010 Status: Complete

Revised By: Revising: Sample Date: 11/09/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Certification

Material: 402M32721 HMA Intermediate 19.0mm(3/4 in),(Type B)

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr:

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot:

Represented Qty: .000 Megagram (SI) (Metric Ton) **INDOT**

Auth By: d90aful Auth Date: 11/09/07

“Click” on **Services** located on the menu bar.

“Click” on **Copy Sample** located on the drop-down list.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: Status: Complete

Revised By: Revising: Sample Date: 11/09/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Certification

Material: 402M32721 HMA Intermediate 19.0mm(3/4 in),(Type B)

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr:

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot:

Represented Qty: .000 Megagram (SI) (Metric Ton) **INDOT**

Auth By: Auth Date: 00/00/00

Notice that the **Sample ID** field is empty.

AASHTO SiteManager

File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R076402200022 Status: Spaces

Revised By: Revising: Sample Date: 11/09/07

Link To: Link From: Log Date: 00/00/00

Sample Type: Acceptance Testing Acceptance Method: Certification

Material: 402M32721 HMA Intermediate 19.0mm(3/4 in),(Type B)

INDOT Sampler / Witness: d90bclip Clipper, Buzz

P/S-Mnfctr:

Type: CONC City: Enter City Here

Prod Nm: Geog Area: Spaces

Lot/Sublot:

Represented Qty: .000 Megagram (SI) (Metric Ton) **INDOT**

Auth By: Auth Date: 00/00/00

“Enter” a new **Sample ID** in the **Sample ID** field.

“Click” on the **Status** and change to **Spaces**.

“Click” the **Save**  icon.

Treat this record as if creating a new sample record from scratch. Review the information in every field on each tab. Enter the correct information then save the record.

F-5 Individual Exercise – Copy Record

In the following exercise, you will copy a sample record R044918412345

Log into SM with **User ID:** update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon

Double-click on **Sampling and Testing (+)** icon

Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar

Sample ID Select: R044918412345

Click **OK**

“Click” on **Services** located on the menu bar.

“Click” **Copy Sample** located on the drop-down list

Sample ID Enter R042910234350
Status Select Spaces

“Click” on **Save** located on the toolbar

“Click” on **Close** located on the toolbar.